

Department of Education REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

ANNOUNCEMENT

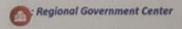
THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY INVITES QUALIFIED APPLICANTS FOR VACANT POSITIONS LISTED BELOW, TO WIT:

DIVISION/UNIT	POLICY, PLANNING AND RESEARCH DIVISION	
POSITION PROFILE		
POSITION: STATISTICIAN 1 ITEM NO: OSEC-DECSB-STAT1-570003-1998		SALARY GRADE: 11 MONTHLY SALARY: Php 22, 316.00
basic education data as the policy and planning	Maintains the basic education data may be required in the implementa system, as well as in the preparation he schools divisions in maintaining	on of regular and special reports
CSC PRESCRIBED C	QUALIFICATIONS:	
EDUCATION	Bachelor's degree	
EXPERIENCE	None required	and the same of th
TRAINING	None required	
ELIGIBILITY	Career Service Professional (Second Level Eligibility)	
PREFERRED QUAL	IFICATIONS:	
EXPERIENCE	At least 1-year relevant experience Computer literate (word processing, spreadsheets, presentation software, internet use	
TRAINING	4 hours training	

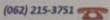
DIVISION/UNIT	QUALITY ASSURANCE DIVISION	
POSITION PROFILE		
POSITION: ADMINI	STRATIVE ASSISTANT I ECSB-ADAS1-570040-2014	SALARY GRADE: 07 MONTHLY SALARY: Php 16, 458.00
JOB DESCRIPTION: in the effective and efficient	This position provide administrative cient operation of the Quality Assurance of the Country Ass	ve support to the management and staff rance Division
	WILL INC. THONG	
CSC PRESCRIBED C EDUCATION	QUALIFICATIONS: At least 2 years College level	
EDUCATION	At least 2 years College level	
EDUCATION EXPERIENCE	At least 2 years College level None required	nal (First Level Eligibility)
EXPERIENCE TRAINING	None required None required Career Service Sub-Profession	nal (First Level Eligibility)

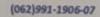


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EXPERIENCE	2 years relevant experience
TRAINING	Basic knowledge in computer operation such as Microsoft Office
I ICINII III	Excel, Power point, use of the internet

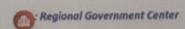
DIVISION/UNIT	ADMINISTRATIVE DIVISION	
POSITION PROFILE	C	
POSITION: ADMINISTRATIVE AIDE VI ITEM NO: OSEC-DECSB-ADA6-570011-2004		SALARY GRADE: 06 MONTHLY SALARY: Php 15, 524.00
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Office for validation a CSC PRESCRIBED OF EDUCATION	nd SDOs based on previous month and updating QUALIFICATIONS: At least 2 years College level	

APPLICATION PROCEDURE:

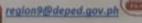
- 1. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position are requested to submit the following documentary requirements in a clean, unmarked brown envelop to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before December 7,2020
 - Letter of intent (addressed to the Head of Office) kindly include the position and its item number with the corresponding division/office, you are applying for.
 - b. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at www.csc.gov.ph;
 - One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained
 - d. Curriculum vitae
 - e. Duly authenticated copy of Transcript of Records
 - f. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
 - Duly authenticated Certificates of recognition, seminars/trainings attended
 - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled;

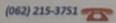


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Copy of latest approved appointment (If applicable);

- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education And Application of Learning and Development reckoned from the date of late issuance of appointment
- 2. Applicants are expected to:
 - · Bring all original documents for verification purposes;
 - · Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements on or before the deadline of applications.

NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE

> DR. ISABELITA M. BØRRES, CESO III Regional Director

November 26, 2020 DATE:



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