



Republic of the Philippines  
**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	FIELD TECHNICAL ASSISTANCE DIVISION	
POSITION PROFILE		
POSITION: CHIEF EDUCATION SUPERVISOR ITEM NO: OSEC-DECSB-CES-570006-1998		SALARY GRADE: 24 MONTHLY SALARY: Php 85,074.00
JOB DESCRIPTION: To facilitate the provision of technical assistance to schools divisions by the regional supervisors and technical personnel, by developing a regional system of implementing the same technical assistance provision.		
To lead and manage the work of the RO TA teams that will operationalize and monitor the implementation of the Technical Assistance system in the region.		
CSC PRESCRIBED QUALIFICATIONS:		
EDUCATION	Master's degree in Education or other relevant Master's degree	
EXPERIENCE	4 years relevant experience in management and supervision	
TRAINING	24 hours training in management and supervision	
ELIGIBILITY	RA 1080 (Teacher)	
PREFERRED QUALIFICATIONS:		
EXPERIENCE	At least 2 years experience as Education Program Supervisor in the regional office	

DIVISION/UNIT	ADMINISTRATIVE DIVISION	
POSITION PROFILE		
POSITION: ADMINISTRATIVE AIDE VI ITEM NO: OSEC-DECSB-ADA6-570016-2004		SALARY GRADE: 06 MONTHLY SALARY: Php 15,524.00
JOB DESCRIPTION: Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating		
CSC PRESCRIBED QUALIFICATIONS:		
EDUCATION	At least 2 years College level	
EXPERIENCE	None required	
TRAINING	None required	
ELIGIBILITY	Career Service Sub-Professional (First Level Eligibility)	

**APPLICATION PROCEDURE:**

- Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position
- 1 ORD-ADMIN-PER-Tr-2020-KRL



Regional Government Center  
 Balintawak, Pagadian City



region9@deped.gov.ph



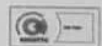
(062) 215-3751



(062)991-1906-07

or 991-5975

or 945-3329 SCP000499Q



**Department of Education**  
**REGIONAL OFFICE IX- ZAMBOANGA PENINSULA**

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 21, 2020**:

- a. 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](http://www.csc.gov.ph);
  - c. 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
  - g. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
  - h. Duly authenticated Certificates of recognition, seminars/trainings attended
  - i. 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;
  - j. Copy of latest approved appointment (If applicable);
  - k. 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. BORRES, CESO III**  
Regional Director

DATE: December 9, 2020



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KRL



Regional Government Center  
Balintawak, Pagadian City



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