

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 POSITION LISTED BELOW, TO
 WIT:**

DIVISION/UNIT	ADMINISTRATIVE DIVISION	
POSITION PROFILE		
POSITION: ADMINISTRATIVE AIDE VI		SALARY GRADE: 6
ITEM NO: OSEC-DECSB-ADA6-570010-2004		MONTHLY SALARY: Php 16, 200
JOB DESCRIPTION: To provide administrative support in the effective and efficient operation of the Personnel Section.		
CSC PRESCRIBED QUALIFICATIONS:		
EDUCATION	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	
EXPERIENCE	No Required Experience	
TRAINING	No Required Training	
ELIGIBILITY	Career Service Sub-Professional (Second Level Eligibility)	

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 **July 12, 2021**:
 - 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;
 - 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

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Regional Government Center



region9@deped.gov.ph



(062) 215-3751



(062)991-1906-07

Balintawak, Pagadian City

or 991-5975

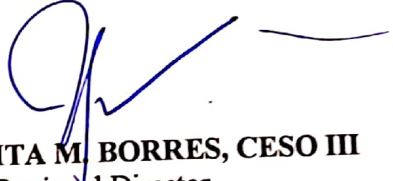
or 945-3329 SCP000499Q



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- 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: July 1, 2021

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