



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	OFFICE OF THE REGIONAL DIRECTOR	
POSITION PROFILE		
POSITION: ADMINISTRATIVE AIDE IV (DRIVER II)	SALARY GRADE: 4	
ITEM NO: OSEC-DECSB-ADA4-570009-2004	MONTHLY SALARY: Php 14, 400	
JOB DESCRIPTION:		
Provide transport service to the Director and deliver prompt and quality support service to the directorate by assisting in the implementation of administrative systems, procedures and projects in order for the Director to perform his/her duties efficiently.		
CSC PRESCRIBED QUALIFICATIONS:		
Education	: Elementary School Graduate	
Experience	: No Required Experience	
Training	: No Required Training	
Eligibility	: Professional Driver's License (MC 11, s. 1996 - Cat. IV)	
PREFERRED QUALIFICATIONS:		
Education	: At least College Level	
Experience	: One year experience in four (4) wheel vehicle	
Eligibility	: Professional Driver's License Holder	
Others	: Basic Knowledge in Computer Operations such as Microsoft Word/Excel TESDA Certificate Holder	

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 **August 16, 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



1

ORD-ADMIN-PER-TR-July272020-002



Regional Government Center



region9@deped.gov.ph



(062) 215-3751



(062)991-1906-07

Balintawak, Pagadian City

or 991-5975

or 945-3329 SCPO00499Q



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

- 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

ORD-ADMIN-PER-Tr-2021- 151
KRL

2

ORD-ADMIN-PER-TR-July272020-002

 Regional Government Center

Balintawak, Pagadian City

 region9@deped.gov.ph

 (062) 215-3751

or 991-5975

 (062) 991-1906-07

or 945-3329 SCP000499Q

