



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:**

<b>DIVISION/UNIT</b>		<b>CURRICULUM AND LEARNING MANAGEMENT DIVISION</b>
<b>POSITION PROFILE</b>		
<b>POSITION: EDUCATION PROGRAM SUPERVISOR</b>		<b>SALARY GRADE: 22</b>
<b>ITEM NO: OSEC-DECSB-EPSVR-570115-2010</b>		<b>MONTHLY SALARY: P 68,415.00</b>
<b>JOB DESCRIPTION:</b>		
<ul style="list-style-type: none"> <li>• To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects;</li> <li>• To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.</li> <li>• When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)</li> </ul>		
<b>CSC PRESCRIBED QUALIFICATIONS:</b>		
<b>EDUCATION</b>	Masters degree in education or other relevant degree Masters degree with specific area of specialization	
<b>EXPERIENCE</b>	At least 2 years experience as Principal or Head Teacher or Master Teacher	
<b>TRAINING</b>	8 hours of relevant training	
<b>ELIGIBILITY</b>	RA 1080 (Teacher)	
<b>DIVISION/UNIT</b>		<b>ADMINISTRATIVE DIVISION</b>
<b>POSITION PROFILE</b>		
<b>POSITION: ADMINISTRATIVE AIDE IV</b>		<b>SALARY GRADE: 4</b>
<b>ITEM NO: OSEC-DECSB-ADA4-570012-2004</b>		<b>MONTHLY SALARY: P 14,400.00</b>
<b>JOB DESCRIPTION:</b>		
To assist the AOIV in providing general services in the areas of:		
<input type="checkbox"/> Driving <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Messengerial services <input type="checkbox"/> Photocopying <input type="checkbox"/> Maintenance of RO grounds and facilities		
<b>CSC PRESCRIBED QUALIFICATIONS:</b>		
<b>EDUCATION</b>	At least Two year college level	
<b>EXPERIENCE</b>	No required experience	
<b>TRAINING</b>	No required training	
<b>ELIGIBILITY</b>	Career Service Sub-Professional (First Level Eligibility)	
<b>PREFERRED QUALIFICATIONS:</b>		
<b>EXPERIENCE</b>	Experience: Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	



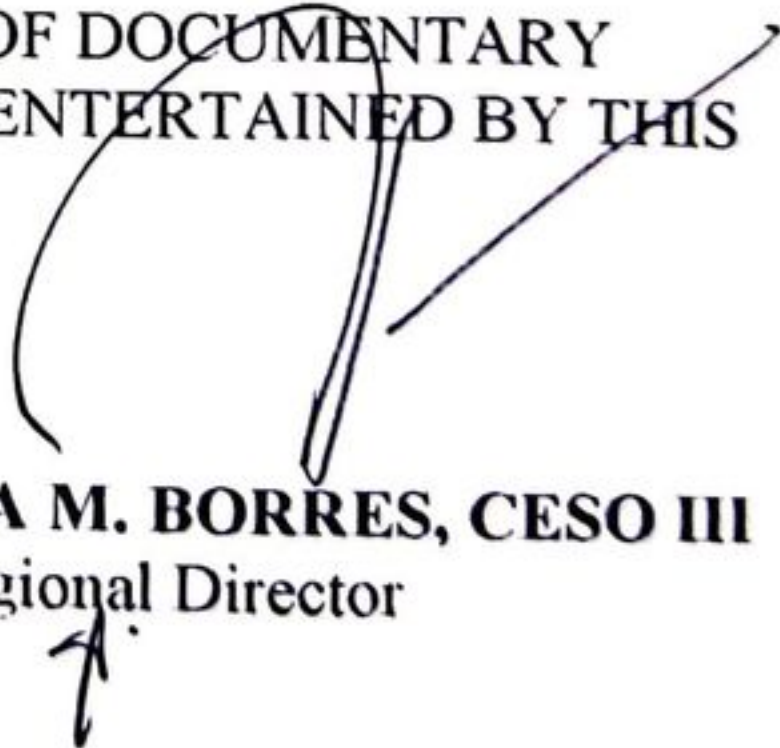


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**APPLICATION PROCEDURE:**

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 **March 30, 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](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: March 19, 2021

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KRL

 Regional Government Center

Balintawak, Pagadian City



[region9@deped.gov.ph](mailto:region9@deped.gov.ph)



(062) 215-3751



(062)991-1906-07

or 991-5975

or 945-3329 SCP000499Q

