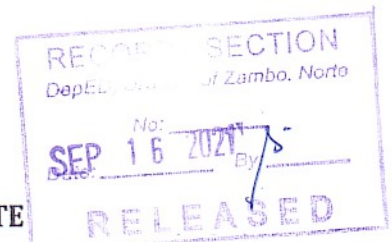




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. 178 s. 2021

To: **ALL CONCERNED PERSONNEL**

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: **VACANT POSITION IN DEPED REGIONAL OFFICE IX**

Date: September 15, 2021

1. Pursuant to Regional Memorandum No. 379 s. 2021, DepEd Regional Office IX invites qualified applicants for the vacant Administrative Assistant III Position (Senior Bookkeeper – SG 9). (please see attached memorandum for details)
2. For any queries and clarifications, you may call telephone number (065) 212 9644 or email us at zn.division@deped.gov.ph or thru online helpdesk at depedzn.net
3. For information and guidance.

PERSONNELmn/Advisory/RA07-2021/091521

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



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

SCORUS SECTION, REGIONAL OFFICE IX
RELEASED
 4901
 14 SEP 2021

September 13, 2021

Regional Memorandum
 No. 379, s. 2021

TO : Regional Office Personnel
 Chiefs of Functional Divisions
 Schools Division Superintendents
 This Region

ANNOUNCEMENT OF VACANT POSITION IN DEPED REGIONAL OFFICE

1. DepEd Regional Office IX Proper, Regional Government Center, Balintawak, Pagadian City invites qualified applicants for vacant position listed below, to wit:

ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER) (Php 19, 593.00) with Item # OSEC-DECSB-ADAS3-570010-2004 of the Finance Division.

CSC Prescribed Qualifications:

- Education : Completion of 2 years studies in college
- Experience : 1 year of relevant experience
- Training : 4 hours of relevant training
- Eligibility : Career Service (Sub professional) First Level Eligibility

2. 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 **September 23, 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



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



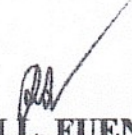
1 | Page
 CERTIFICATE NO.
 CP000499Q



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

- 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
- a. 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.
3. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office.

For information and dissemination.


DR. RUTH L. FUENTES, CESO V
Director III
OIC, Office of the Regional Director

ORD-ADMIN-PER-RM-2021-029
/KRL



Address: President Corazon C. Aquino Regional Government
Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



2 | Page
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Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

PERSONNEL SECTION, REGIONAL OFFICE IX
RECEIVED
 4984
 14 SEP 2021

ANNOUNCEMENT

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

| | | |
|---|---|--|
| DIVISION/UNIT | FINANCE DIVISION | |
| POSITION PROFILE | | |
| POSITION: ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | SALARY GRADE: 9 | |
| ITEM NO: OSEC-DECSB-ADAS3-570010-2004 | MONTHLY SALARY: Php 19, 593.00 | |
| JOB DESCRIPTION: | | |
| To maintain and safeguard the books, records and supporting schedules of the RO by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions | | |
| CSC PRESCRIBED QUALIFICATIONS: | | |
| Education | : Completion of 2 years studies in college | |
| Experience | : 1 year of relevant experience | |
| Training | : 4 hours of relevant training | |
| Eligibility | : Career Service (Sub professional) First 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 **September 23, 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
 - 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;



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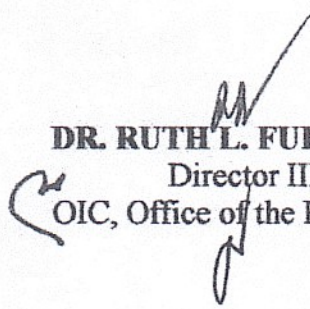
1 | Page
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Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

- 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. RUTH L. FUENTES, CESO V
Director III
OIC, Office of the Regional Director

DATE: September 13, 2021

ORD-ADMIN-PER-Tr-2021-343
/KRL



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



2 | Page

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