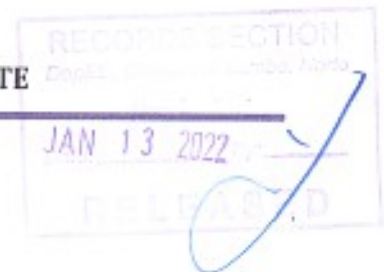




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. 10 s. 2022

To: **ALL CONCERNED PERSONNEL**

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

Subject: **Vacant Position in DepEd Regional Office IX**

Date: January 13, 2022

1. Pursuant to Regional Memorandum No. 003 s. 2022, DepEd Regional Office IX invites qualified applicants for the vacant **Administrative Officer IV (Procurement) – SG 15, Administrative Officer II (Procurement) – SG 11, Administrative Assistant I – SG 7, and Administrative Aide VI – SG 6.**(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.

PERSONNEL/PersonnelAdvisory/PA003-2022/011322

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

073

JAN 07 2022

January 3, 2022

Regional Memorandum
 No. 009, s. 2022

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

JAN 11 2022

ANNOUNCEMENT OF VACANT POSITIONS 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:

a. Administrative Officer IV (P 33, 575) with Item # OSEC-DECSB-ADOF4-570001-2021 of the Administrative Division (Procurement)

CSC Prescribed Qualifications:

Education: Bachelor's degree relevant to the job
 Training: 4 hours of relevant training
 Experience: 1 year relevant experience
 Eligibility: Career Service Professional (Second Level Eligibility)

Preferred Qualifications/Recommended additional requirements:

Education: Preferably has a background in public administration, business management/administration or law
 Experience: At least 2 years experience in the conduct of procurement functions
 Trainings: Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program

JOB DESCRIPTION:

The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.doeandm3.net; www.ro9-deped.gov.ph
Email: ro9@deped.gov.ph



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b. Administrative Officer II (P 23, 877) with Item # OSEC-DECSB-ADOF2-570179-2021 of the Administrative Division (Procurement)

CSC Prescribed Qualifications:

Education: Bachelor's degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional (Second Level Eligibility)

Preferred Qualifications:

Experience : At least 1 year experience in the conduct of procurement functions
Trainings: Should have at least completed the basic course of the DepEd Procurement Professionalization Program

JOB DESCRIPTION:

The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

c. Administrative Assistant I (P 17, 179) with Item # OSEC-DECSB-ADAS1-570034-2014 of the Public Affairs Unit, Office of the Regional Director.

Education : Completion of two year studies in college or high school graduate with technical-vocational course
Experience : None required
Training : None required
Eligibility : Career Sub Professional (First Level Eligibility)

Preferred Qualification:

Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet.



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



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f. Administrative Aide VI (P 16, 200) with Item # OSEC-DECSB-ADA6-570013-2004 of the Payroll Unit, Administrative Division

Education : Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience : None required
Training : None required
Eligibility : Career Sub Professional (First Level Eligibility)

JOB DESCRIPTION:

Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.

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 **January 17, 2022**:
 - 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 three (3) years 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);





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- 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. MAT RANILLO O. SINGSON
OIC, Chief Administrative Officer

ORD-ADMIN-PER-RM-2021-001
/KRL



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016

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