

Republic of the Philippines
Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

February 13, 2023

Regional Memorandum
No. 72, s. 2023

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED REGIONAL OFFICE

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

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

Computer Programmer II (Php 36, 619) with Item # OSEC-DECSB-COMPRO2-570006-2014 of the ICT Unit-Office of the Regional Director.

CSC Prescribed Qualifications:

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

JOB DESCRIPTION

To assist the IT officer by creating, designing, and interpreting ICT based solutions to enhance the delivery of education services and government functions. To are write, debug, maintain and test new systems as appropriate.

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 **February 24, 2023:**

- 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 and duly signed by the person administering oath 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 Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s).






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- d. Curriculum vitae
 - e. Transcript of Records
 - f. Copy of Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - g. Copy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
 - h. Certificates of recognition, seminars/trainings attended
 - i. Copy 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
 - l. 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 IV
Regional Director

ORD-ADMIN-PER-RM-2023- 057
PGL/KRL

