



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

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Office of the Schools Division Superintendent

February 15, 2024

**DIVISION MEMORANDUM**

No. 0036, s. 2024

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT  
DOCUMENTS FOR THE OPENING OF ONE (1) PUBLIC SCHOOLS  
DISTRICT SUPERVISOR, ONE (1) EDUCATION PROGRAM SPECIALIST II,  
ONE (1) DENTIST II, ONE (1) HEAD TEACHER II, ONE (1) HEAD  
TEACHER I, ONE (1) SCHOOL PRINCIPAL III, ONE (1) SCHOOL  
PRINCIPAL II, THREE (3) ADMINISTRATIVE ASSISTANT III, ONE (1)  
ADMINISTRATIVE ASSISTANT II, ONE (1) ADMINISTRATIVE AIDE VI,  
AND ONE (1) MASTER TEACHER II VACANT POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
**JANWARIO E. YAMOTA**, CID Chief Education Supervisor  
**AILENE B. AÑONUEVO**, SGOD Chief Education Supervisor  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Admin. Officer V/Human Resource Management Officer II**  
**School Heads, Public Elementary Schools**  
**School Heads, Public Secondary and Senior High Schools**  
**All Concerned**

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1. Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of one (1) Public Schools District Supervisor, one (1) Education Program Specialist II, one (1) Dentist II, one (1) Head Teacher II, one (1) Head Teacher I, one (1) School Principal III, one (1) School Principal II, three (3) Administrative Assistant III, one (1) Administrative Assistant II, one (1) Administrative Aide VI, and one (1) Master Teacher II vacant positions.



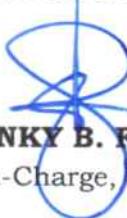
Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

Date	Activity
February 15 - 26, 2024	<ul style="list-style-type: none"> <li>For Non-Teaching and School Admin: Submission / Uploading of documents of applicants in PACERS thru this link <a href="https://tinyurl.com/pacersntp">https://tinyurl.com/pacersntp</a>. <b><i>The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023.</i></b></li> <li>For Master Teacher II (Elementary Level): Submission of pertinent documents (hardcopy) in the Division Office, Records Section. <b><i>The hiring process and its evaluation are based on MEC Order No. 10, s. 1997.</i></b></li> </ul>
February 26, 2024 – March 11, 2024	Evaluation of Documents by the HRMPSB
To be announced	Virtual Interview, Face-to-Face Written Examination, Open Ranking, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMPSB
	Submission of Ranking to the Office of the Schools Division Superintendent

- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to Dr. Jinky B. Firman, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before February 26, 2024.
  - Letter of intent;
  - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
  - Photocopy of valid and updated PRC Licensed/ID, if applicable;
  - Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
  - Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
  - Photocopy of Certificate/s of Training, if applicable;
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
  - Photocopy of latest appointment, if applicable;
  - Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;



- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>, must be notarized*);
- k. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
  - ii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled;
  - iii. For **Master Teacher**: Certificates for Leadership, Potential, Accomplishments, & Demonstration (reference: MEC Order No. 10, 1997), if applicable.
3. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
4. Attached is the details of vacant positions.
5. For information and widest dissemination.



**JINKY B. FIRMAN, PhD, CESO VI**  
Officer In-Charge, Schools Division Superintendent ✓

Encl.: as stated  
OSDS/ncm

RELEASED

FEB 15 2024

RECORDS SECTION, SDO PANABO CITY  
BY 



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

**Republic of the Philippines**  
**DEPARTMENT OF EDUCATION**  
**DIVISION OF PANABO CITY**  
**ANNOUNCEMENT OF VACANT ITEM POSITIONS**

**DR. JINKY B. FIRMAN, CESO VI**

**Schools Division Superintendent**

Date: February 15, 2024

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PUBLIC SCHOOLS DISTRICTSUPERVISOR	OSEC-DECSB- PSDS-750071-2014	22	71,511	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		DIVISION OF PANABO CITY
2	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB- EPS2-750089-2014	16	39,672	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher), Career Service (Professional) / Appropriate Eligibility for Second Level Eligibility		DIVISION OF PANABO CITY
3	DENTIST II	OSEC-DECSB- DENT2-750007- 2017	17	43,030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		DIVISION OF PANABO CITY
4	HEAD TEACHER II	OSEC-DECSB- HTEACH2- 750006-2023	15	36,619	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
5	HEAD TEACHER I	OSEC-DECSB- HTEACH1-750008- 2010	14	33,843	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
6	SCHOOL PRINCIPAL III	OSEC-DECSB- SP3-750006-2012	21	63,997	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)		DIVISION OF PANABO CITY Secondary Level
7	SCHOOL PRINCIPAL II	OSEC-DECSB- SP2-750005-2012	20	57,347	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management.	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
8	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB- ADAS3-750338- 2018	09	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY
9	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-750333- 2018	09	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY
10	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-750143- 2017	9	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY
11	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB- ADAS2-750087- 2016	08	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY Senior High School

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADAB-750095-2014	06	17,553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY
13	MASTER TEACHER II	OSEC-DECSB-MTCHR2-750021-2008	19	51,357	Bachelor of Elementary Education; or bachelor's degree plus 18 professional units in Education with appropriate major, and 24 units for a master's degree in education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	R.A 1080		DIVISION OF PANABO CITY Elementary Level

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to **Jinky B. Firman, PhD, CESO VI**, Schools Division Superintendent, through **Basilio P. Mana-ay Jr., CESO VI**, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before **February 26, 2024**.

1. Letter of intent
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC Licensed/ID, if applicable;
4. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (you may download the file on this link <http://tinyurl.com/AnnexCChecklist>), must be notarized;
11. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of
  - ii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled;
  - iii. For Master Teacher: Certificates for Leadership, Potential, Accomplishments, & Demonstration (reference: MEC Order No. 10, 1997), if applicable.

QUALIFIED APPLICANTS are advised to submit their scanned documents on the PACERS and addressed to:

**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

Government Center, City Hall St., Brgy. JP Laurel, Panabo City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

_____ _____ _____ _____ _____
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.