



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

Office of the Schools Division Superintendent

April 2, 2024

DIVISION MEMORANDUM

No. 0073, s. 2024

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF THREE (3) ADMINISTRATIVE ASSISTANT III, FOUR (4) ADMINISTRATIVE ASSISTANT II, ONE (1) ADMINISTRATIVE AIDE VI, ONE (1) MASTER TEACHER I, AND ONE (1) DENTIST 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

1. Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of three (3) Administrative Assistant III, four (4) Administrative Assistant II, one (1) Administrative Aide VI, one (1) Master Teacher I, and one (1) Dentist II vacant positions.

Date	Activity
April 3 - 15, 2024	<ul style="list-style-type: none">• For Non-Teaching: Submission / Uploading of documents of applicants in PACERS thru this link https://tinyurl.com/pacersntp. <i>The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023.</i>



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
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	<ul style="list-style-type: none"> For Master Teacher I (Elementary Level): Submission of pertinent documents (hardcopy) in the Division Office, Records Section. <i>The hiring process and its evaluation are based on MEC Order No. 10, s. 1997.</i>
April 16 - 26, 2024	Evaluation of Documents by the HRMPSB
To be announced	<p>Virtual Interview, Face-to-Face Written Examination, Open Ranking, and Confirmation of Scores</p> <p>Consolidation of Ratings by the Secretariat</p> <p>Validation of Rating by the HRMPSB</p> <p>Submission of Ranking to the Office of the Schools Division Superintendent</p>

2. 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 April 15, 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;
- 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*);
- 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



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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

Schools Division Superintendent ✓

Encl.: as stated
OSDS/ncm

RELEASED

APR 04 2024

RECORDS SECTION SDO PANABO CITY
BY 



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USER'S MANUAL FOR NON-TEACHING PERSONNEL

1. In your browser, type www.depedpanabocity.com and click the **PaCERS NTP** link under Online Services.

The screenshot shows the registration page of the PaCERS NTP system. At the top, there are two logos: the main PaCERS logo and a smaller one for 'JAE Framework Version 1.50'. The main form has fields for 'Mobile No. or Email' and 'Password'. Below these are 'Remember ?' and 'Login' buttons. A red box and arrow highlight the 'Register New Account' button. To the right, there is a 'Sign Up' button with a user icon, and checkboxes for 'I understand the PRIVACY STATEMENT' and 'Are u human ?'.

2. Click on **Register New Account** and fill out the registration form.
3. Automatically, upon **Sign Up** you will be able to create an active account and ready to login.

How to sign in?

The screenshot shows the login page of the PaCERS NTP system. At the top, there is a logo for 'PACERS PANABO CITY E-RECRUITMENT SYSTEM' and a note 'JAE Framework Version 1.00'. The main form has fields for 'Mobile No. or Email' and 'Password'. Below these are 'Remember ?' and 'Login' buttons. A 'Forgot Password or Request' link is at the bottom, and a 'Register New Account' link is also present.

- Enter you registered **Mobile Number or Email address** and your password.



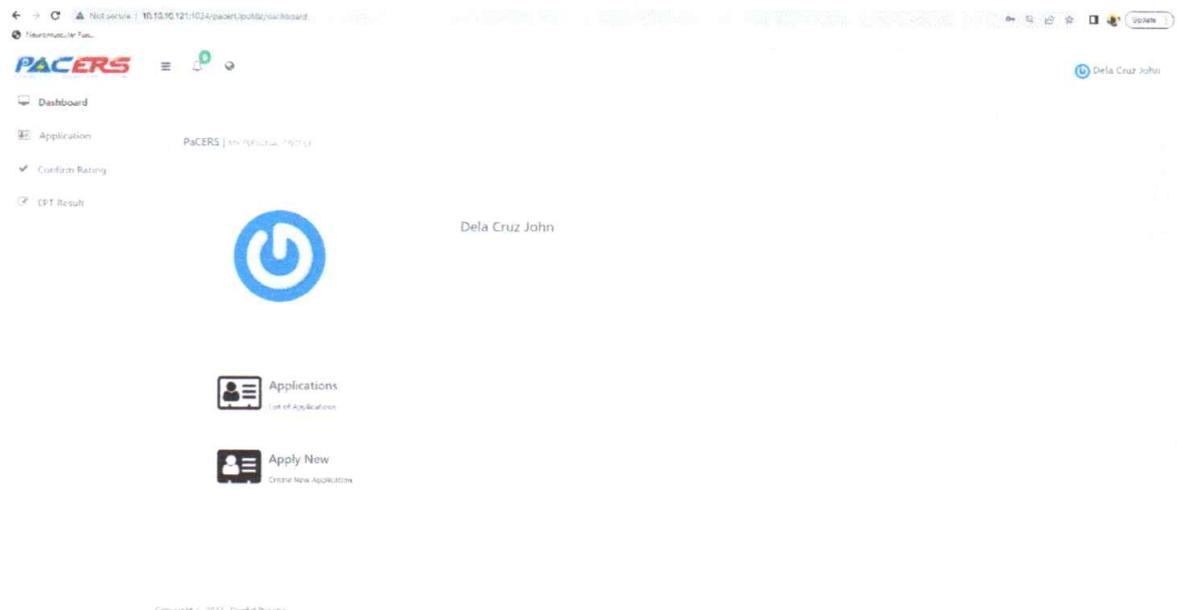
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How to request resetting for password?

1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .

APPLICANTS Account

Applicant's Dashboard



The screenshot shows the PaCERS Applicant's Dashboard. At the top, there is a header with the PaCERS logo and a user profile for 'Dela Cruz John'. Below the header, there are three tabs: 'Application' (which is checked), 'Confirm Rating', and 'CPT Result'. The 'Application' tab shows a large blue circular button with a white power symbol. To the right of the button, the text 'Dela Cruz John' is displayed. Below the tabs, there are two buttons: 'Applications' (with a list icon) and 'Apply New' (with a person icon). At the bottom of the page, a copyright notice reads 'Copyright © 2022. Digital Panabo'.

Creating/Editing Application

1. Click on **Application**, then select **Create Application**.
2. Fill out the **4 Tabs (Application Data, Education, CSC Eligibility and Certificates, Outstanding Accomplishment, IPCRF and Other Appendices)**.
3. Upload **Batch Scanned Documents**.
4. After filling out the form, click **Apply Change(s) or Save** to complete the application.
5. If you have some changes, click on **Update** and edit your application.
6. Take note that you can only edit your submitted application documents before the deadline.



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**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: April 3, 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	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-750336- 2018	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 OSDS
2	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-750335- 2018	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 OSDS
3	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-750339- 2018	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 OSDS
4	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB- ADAS2-750189- 2018	8	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 Southern Davao NHS
5	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB- ADAS2-750158- 2017	8	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 Elementary Level / OSDS
6	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB- ADAS2-750159- 2017	8	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 Elementary Level / OSDS
7	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB- ADAS2-750052- 2014	8	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 Southern Davao NHS
8	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB- ADA6-750096-2014	6	17,553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY OSDS
9	Master Teacher I	OSEC-DECSB- MTCHR1-751537- 1998	18	46,725	Bachelor of Elementary Education (BEEED);or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
10	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 SGOD

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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.