



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

Office of the Schools Division Superintendent

June 10, 2024

DIVISION MEMORANDUM
 No. 0124, s. 2024

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) HEAD TEACHER II, TWO (2) ADMINISTRATIVE OFFICER II, ONE (1) ADMINISTRATIVE ASSISTANT II, AND ONE (1) ADMINISTRATIVE AIDE VI 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 one (1) Head Teacher II, two (2) Administrative Officer II, one (1) Administrative Assistant II, and one (1) Administrative Aide VI vacant positions.

Date	Activity
June 13 - 26, 2024	Submission / Uploading of documents of applicants in PACERS thru this link https://tinyurl.com/pacersntp1 . The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023.



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

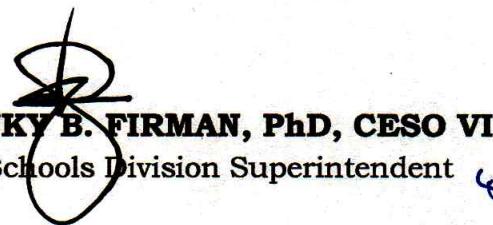
	Instructions for Old Applicants: If you are an existing applicant, please create "New Application" in PACERSNTP.
June 27, 2024 – July 2, 2024	Evaluation of Documents by the HRMPSB
To be announced	Open Assessment, Interview, Written Examination, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMPSB
	Submission of Ranking to the Office of the Schools Division Superintendent

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 June 26, 2024.
 - a. Letter of intent;
 - 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, Certified Authenticated and Verified (CAV), 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 (*you may download the file on this link <http://tinurl.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



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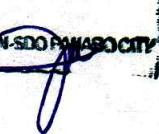
- ii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled;
3. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, 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/ncrm/cdr

RELEASED

JUN 13 2024

RECORDS SECTION-SDO PANABO CITY
BY 



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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: June 13, 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	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
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750124-2021	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Division of Panabo City Elementary Level
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750167-2020	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Division of Panabo City Elementary Level
4	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750184-2018	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 OSDS
5	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750094-2014	06	17,553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Division of Panabo City OSDS

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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 **June 28, 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 License/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, Certified Authenticated and Verified (CAV), 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 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;

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.



USER'S MANUAL FOR PACERS NTP

1. In your browser, type www.depedpanabocity.com and click e-Services.

SSD Panabo City Client Satisfaction Measurement (CSM)

ANNOUNCEMENT: Correspondence to Division Memorandum No. 0073 Timelines in the Hiring Process for Submission of Pertinent Documents for the Opening of three (3) Administrative Assistant II, Four (4) Administrative Assistant I, One (1) Administrative Aide VI, One (1) Admin. Aide V.

Maka-Di, Maka-1, Makakalika, Makabai

Division Directory

Career & Opportunities

e-Services

Citizen's Charter

2. Click PACERS NTP.

ONLINE HIRING

HR SERVICE

ADMINISTRATIVE SERVICE

ICT SERVICE

PACERS

LEAVE CREDITS APPLICATION

SERVICE CREDITS QUERY

SERVICE RECORD

CERTIFICATE OF EMPLOYMENT

ONENESS CERTIFICATION

DEPED ID CARD

ICTU HELPDESK

DEPED EMAIL REQUEST

MICROSOFT ACCOUNT (REQUEST FOR CREATION ONLY)

MICROSOFT ACCOUNT (FOR RESET ONLY)



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

How to sign in?

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

How to request resetting for password?

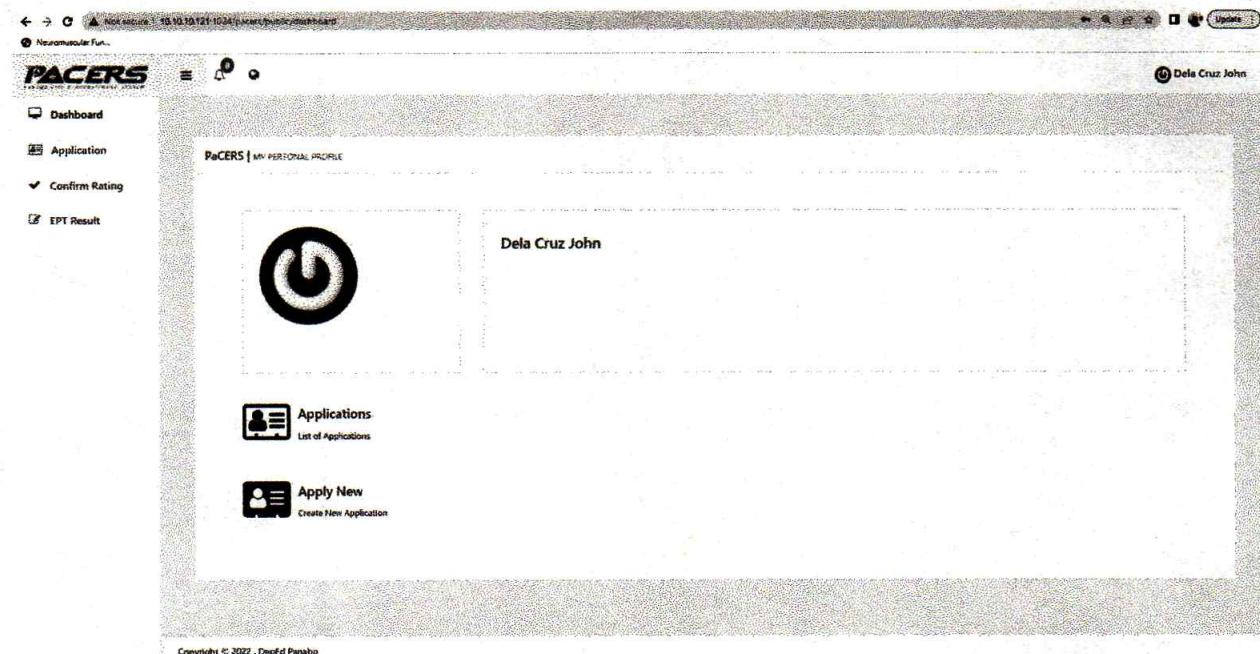
1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .



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APPLICANTS Account

Applicant's Dashboard



Creating/Editing Application

1. Click on Application, then select Create Application.

Instructions for Old Applicants:

If you are an existing applicant, please create "New Application" in PACERSNTP.

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) and 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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