



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

Office of the Schools Division Superintendent

August 15, 2024

**DIVISION MEMORANDUM**

No. 0150, s. 2024

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) EDUCATION PROGRAM SUPERVISOR, ONE (1) PROJECT DEVELOPMENT OFFICER I, ONE (1) ADMINISTRATIVE OFFICER II, TWO (2) ADMINISTRATIVE ASSISTANT III, THREE (3) ADMINISTRATIVE ASSISTANT II, 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) Education Program Supervisor, one (1) Project Development Officer I, one (1) Administrative Officer II, two (2) Administrative Assistant III, three (3) Administrative Assistant II, and one (1) Administrative Aide VI vacant positions.

Date	Activity
August 15 – 30, 2024	Submission of application and uploading of all mandatory requirements through this link: <a href="https://tinyurl.com/pacersntpl">https://tinyurl.com/pacersntpl</a> .  <b>Note:</b> The hiring process and evaluation will be conducted 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

	<p><i>D.O. 7, s. 2023, part V. No. 21. "Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants."</i></p> <p><b>Instructions for Old Applicants:</b> For all existing applicant, please create a "New Application" in PACERSNTP.</p>
To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements and final updating of the applicant's lacking documents.
To be announced	Final evaluation of documents by the HRMO and posting of IER
To be announced	Open Assessment, Interview, Written Examination, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMP SB
	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, HRMP SB Chairperson, and submit application documents on or before August 30, 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



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

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 (reference: DepEd Order No. 7, s. 2023);
  - 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;

*Note: D.O. 7, s. 2023, part V. No. 21. "Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants."*

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**

**AUG 15 2024**

RECORDS SECTION-SDO PANABO CITY

BY 



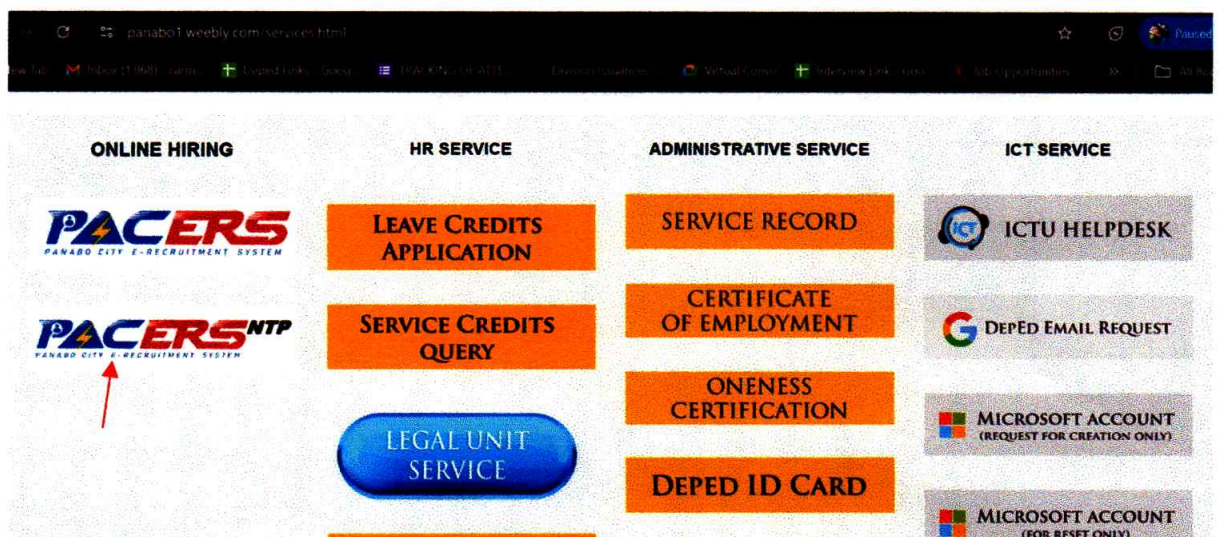
Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

## USER'S MANUAL FOR PACERS NTP


1. In your browser, type [www.depedpanabocity.com](http://www.depedpanabocity.com) and click e-Services.



2. Click **PACERS NTP**.



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](mailto:panabocity.division@deped.gov.ph)



JAE Framework Version 1.00


Mobile No. or Email

Password

Remember? ☐

Login

Forget Password or Request **Register New Account**



JAE Framework Version 1.50

Mobile No.

First Name Last Name

Email Address

Password Confirm Password

☐ I understand the [PRIVACY STATEMENT](#).


Are u human?

Sign Up

[Sign In](#) | [Back To Site](#)

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?



JAE Framework Version 1.00

Mobile No. or Email

Password

Remember? ☐

Login

Forget Password or Request | [Register New Account](#)

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

## How to request resetting for password?

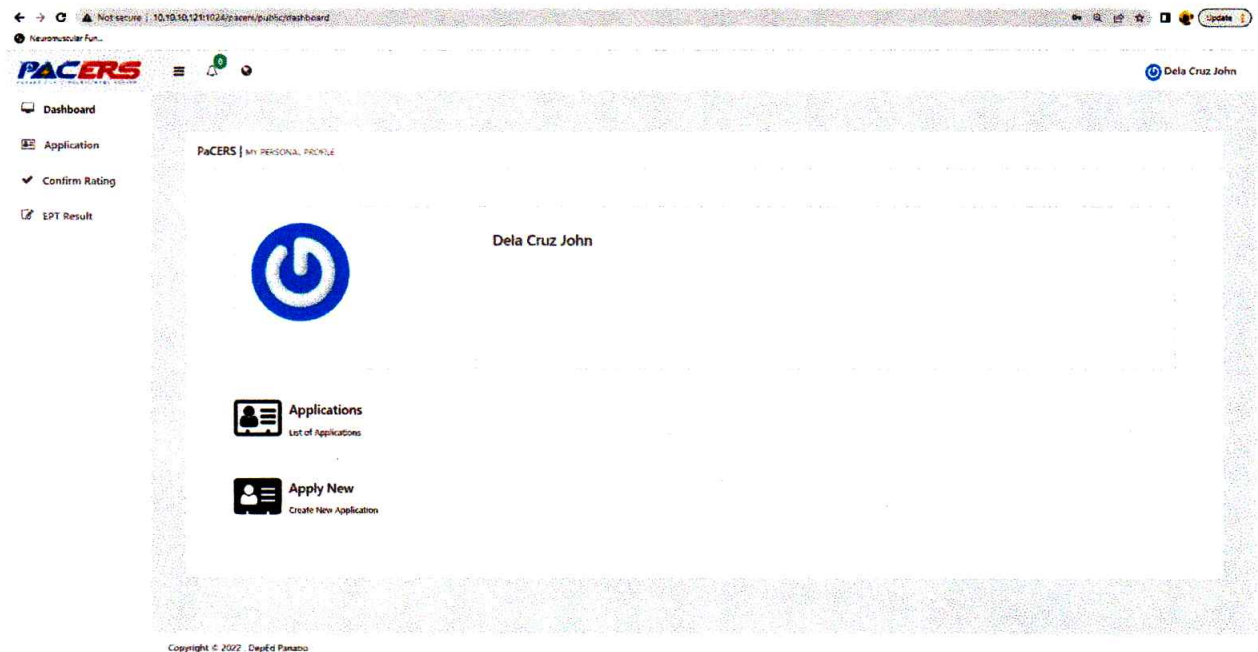
1. Contact the IT Admin for resetting of your password at [tyron.dujali@deped.gov.ph](mailto:tyron.dujali@deped.gov.ph) or [peter.mijaresjr@deped.gov.ph](mailto:peter.mijaresjr@deped.gov.ph) .



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](mailto:panabocity.division@deped.gov.ph)

## 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.*

***Note: Please submit your application within the set timeline.***

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.



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: **August 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	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-750091-2010	22	74,836	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		Division of Panabo City CID
2	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-750019-2016	11	28,512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		DIVISION OF PANABO CITY Senior High School
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750162-2020	11	28,512	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 III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750143-2017	9	22,219	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
5	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750333-2018	9	22,219	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
6	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	OSEC-DECSB-ADAS2-750160-2017	8	20,534	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
7	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750186-2018	8	20,534	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 Don Manuel J. NHS
8	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750158-2017	8	20,534	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
9	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750100-2014	6	18,255	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY

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.

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, HRMP SB Chairperson, and submit application documents on or before **August 30, 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;