



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

Office of the Schools Division Superintendent

February 13, 2025

DIVISION MEMORANDUM

No. 0050, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) PUBLIC SCHOOLS DISTRICT SUPERVISOR, ONE (1) ADMINISTRATIVE OFFICER II, TWO (2) ADMINISTRATIVE ASSISTANT III, AND ONE (1) ADMINISTRATIVE ASSISTANT 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 one (1) Public Schools District Supervisor, one (1) Administrative Officer II, two (2) Administrative Assistant III, and one (1) Administrative Assistant II vacant positions.

Date	Activity
February 17 – 28, 2025	Submission of application and uploading of all mandatory requirements to Panabo City E-Recruitment System (PACERS) through this link: https://tinyurl.com/pacersntp1 or visit https://www.depedpanabocity.com and click PACERSNTP under online hiring system. For all existing applicants, please create a "New Application" in PACERSNTP.



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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 HRMPSB
	Submission of Ranking to the Office of the Schools Division Superintendent

2. The hiring process will be conducted in accordance with the guidelines outlined in DepEd Order No. 7, s. 2023.
3. 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 to Panabo City E-Recruitment System (PACERS) not later than February 28, 2025.
 - a. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
 - b. Photocopy of valid and updated PRC License/ID, if applicable;
 - c. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
 - d. 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;
 - e. Photocopy of Certificate/s of Training, if applicable;
 - f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
 - g. Photocopy of latest appointment, if applicable;
 - h. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
 - i. 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>*), **notarized or sworn before any public officer authorized to administer oath**;
 - j. Other documents as may be required for comparative assessment, such as but not limited to:



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- 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."

4. 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.
5. Attached are the details of vacant positions.
6. For information and widest dissemination.


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

Encl.: as stated
OSDS/bpmj/cdr

RELEASED

FEB 17 2025

RECORDS SECTION SDO PANABO CITY
BY 



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Republic of the Philippines
DEPARTMENT OF EDUCATION
ANNOUNCEMENT OF VACANT ITEM POSITIONS

Date: _____

February 13, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-750073- 2014	22	74,836	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 CID
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADO2-750186- 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
3	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750144- 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)
4	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750334- 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 (Elementary)
5	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750093- 2016	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 Senior High School

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. 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. Mane-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents to Panabo City E-Recruitment System (PACERS) within February 17 – 28, 2025:

1. Fully accomplished Personal Data Sheet (PDS) duly notarized with recent passport-sized picture (CS Form No. 212, Revised 2017) & Work Experience Sheet (if applicable) which can be downloaded at www.csc.gov.ph.
2. Photocopy of valid and updated PRC License/ID, if applicable.
3. Photocopy of Certificate of Eligibility / Report of Rating, if applicable.
4. 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.
5. Photocopy of Certificates of Training, if applicable.
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
7. Photocopy of latest appointment, if applicable.
8. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable.
9. 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/AmexCChecklist>), **notarized or sworn before any public officer authorized to administer oath**.
10. 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 hand in or send through courier/email their application to:

Panabo City E-Recruitment System (PACERS)
 All applicants are advised to submit their documents thru this
<https://tinyurl.com/pacersnp1>
 or visit <https://www.depedpanabocity.com> and click PACERSNTP
 under online hiring system.

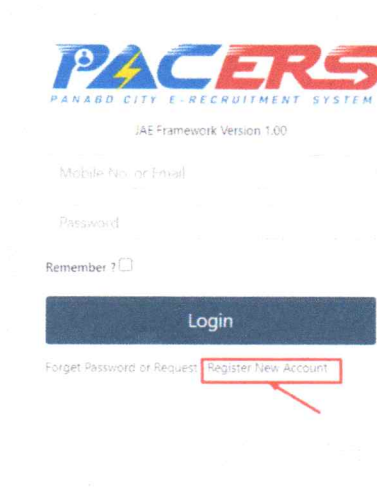
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

USER'S MANUAL FOR PACERS NTP

1. In your browser, type www.depedpanabocity.com and click **PACERSNTP** under Online Hiring System.



2. Click on **Register New Account** and fill out the registration form.

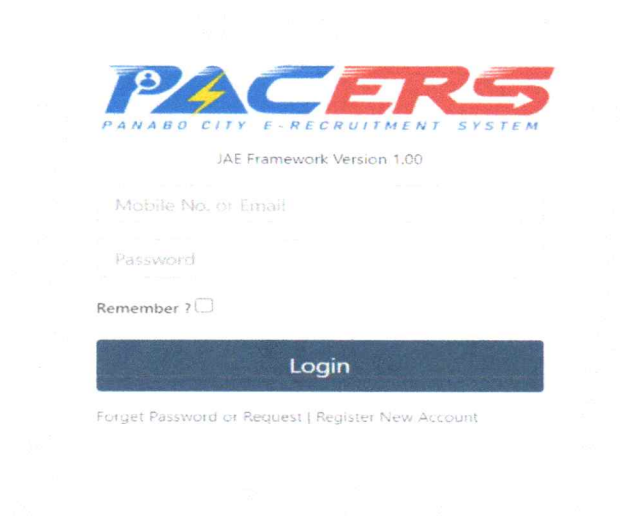


3. Automatically, upon **Sign Up** you will be able to create an active account and ready to login.



The screenshot shows the 'Sign Up' page of the PACERS (Panabo City E-Recruitment System) portal. At the top is the PACERS logo and the text 'JAE Framework version 1.00'. Below this are input fields for 'Mobile No.', 'First Name', and 'Last Name'. There is also a field for 'Email Address'. Underneath are 'Password' and 'Confirm Password' fields. A checkbox labeled 'I understand the PRIVACY STATEMENT' is present, followed by a 'Are u human?' checkbox. A large blue 'Sign Up' button is at the bottom, with a link 'Back to Job' below it.

How to sign in?



The screenshot shows the 'Login' page of the PACERS portal. It features the PACERS logo and 'JAE Framework Version 1.00'. The main input fields are 'Mobile No. or Email' and 'Password'. There is a 'Remember ?' checkbox. A large blue 'Login' button is centered. At the bottom, there is a link: 'Forgot Password or Request | Register New Account'.

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

How to request resetting for password?

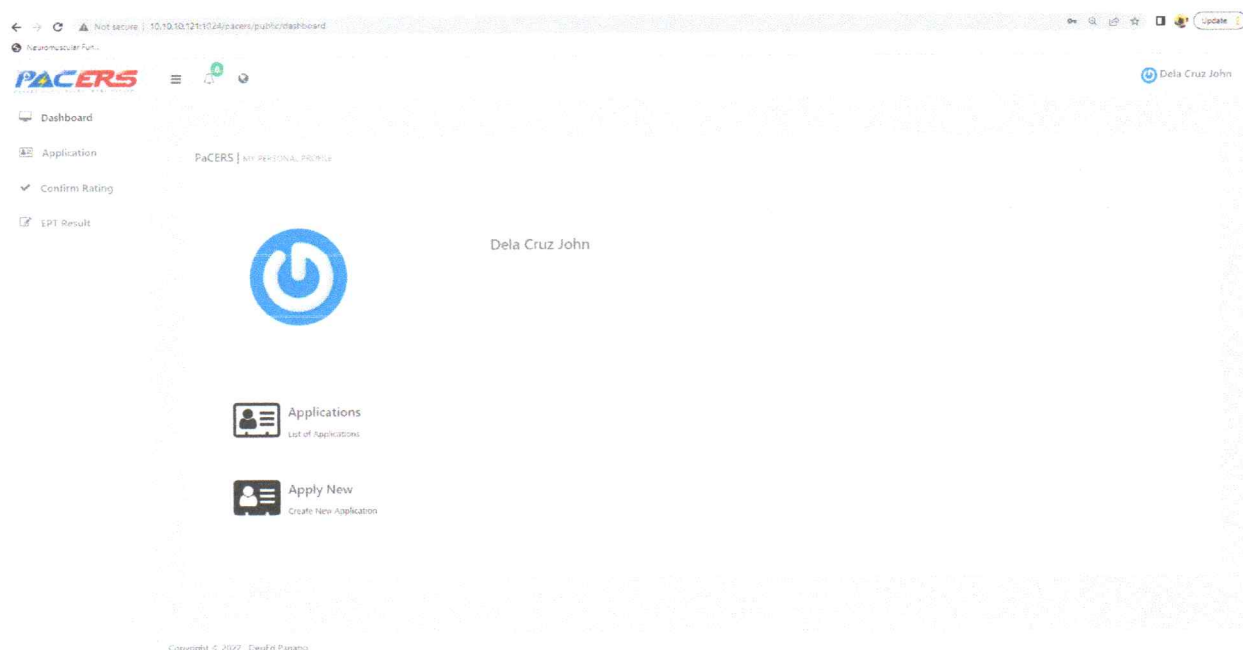
1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .



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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.

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.



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