



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

Office of the Schools Division Superintendent

April 24, 2025

DIVISION MEMORANDUM

No. 0106, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) SCHOOL PRINCIPAL III, THREE (3) HEAD TEACHER IV, ONE (1) HEAD TEACHER II, FIVE (5) ADMINISTRATIVE ASSISTANT II, ONE (1) ADMINISTRATIVE ASSISTANT I, 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) School Principal III, three (3) Head Teacher IV, one (1) Head Teacher II, five (5) Administrative Assistant II, one (1) Administrative Assistant I, and one (1) Administrative Aide VI vacant positions.

Date	Activity
April 24, 2025 – May 5, 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. <i>For inquiries, you may communicate with our Secretariat through this number: 09127811502.</i>



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To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements.
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 NTP (PACERSNTP) on or before May 5, 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/AnnexCCchecklist>*), **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

APR 24 2025

RECORDS SECTION, SDO PANABO CITY
BY 



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

Date: April 24, 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	
1	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-750013-2020	21	70,013	Bachelor's degree in Elementary 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 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
2	HEAD TEACHER IV	OSEC-DECSB-HTEACH4-750001-2020	17	47,247	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 3 years; or Master Teacher (MT) for 2 years	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
3	HEAD TEACHER IV	OSEC-DECSB-HTEACH4-750011-2022	17	47,247	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 3 years; or Master Teacher (MT) for 2 years	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
4	HEAD TEACHER IV	OSEC-DECSB-HTEACH4-750010-2022	17	47,247	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 3 years; or Master Teacher (MT) for 2 years	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
5	HEAD TEACHER II	OSEC-DECSB-HTEACH2-750045-2022	15	40,208	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 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
6	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750187-2018	8	21,448	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 Panabo City NHS
7	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750094-2016	8	21,448	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
8	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	OSEC-DECSB-ADAS2-750064-2014	8	21,448	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 Division Office
9	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750089-2016	8	21,448	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
10	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750096-2016	8	21,448	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
11	ADMINISTRATIVE ASSISTANT I (Secretary I)	OSEC-DECSB-ADAS1-750070-2014	7	20,110	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	DIVISION OF PANABO CITY Division Office - Budget Section
12	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750097-2014	6	18,957	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	DIVISION OF PANABO CITY Division Office

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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 Certificate/s 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/AnnexCChecklist>), **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 send their application to:

Panabo City E-Recruitment System (PACERS)

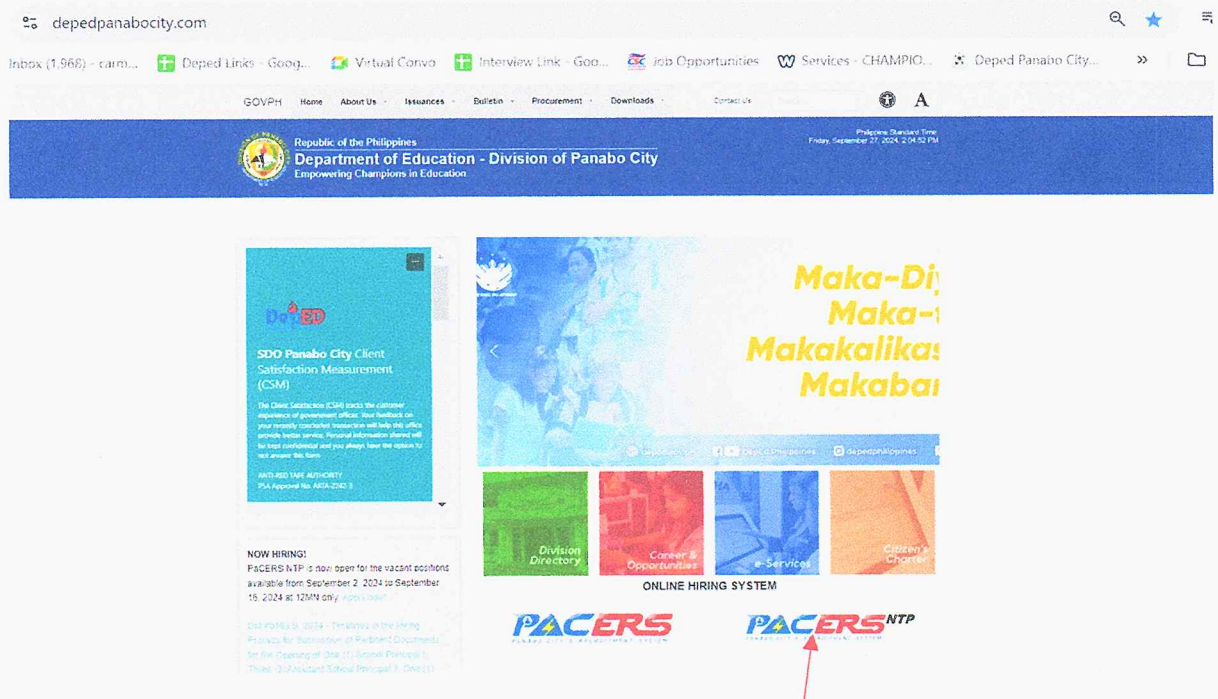
<https://tinyurl.com/pacersnto1>

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.

The screenshot shows the login and registration form for the PACERS NTP system. The form has a header with the PACERS logo and the text "PANABO CITY E-RECRUITMENT SYSTEM". Below the header, there is a "Login" button and a "Register New Account" link. A red box highlights the "Register New Account" link, and a red arrow points to it. The form also includes fields for "Mobile No. or Email" and "Password", and a "Remember Me" checkbox.



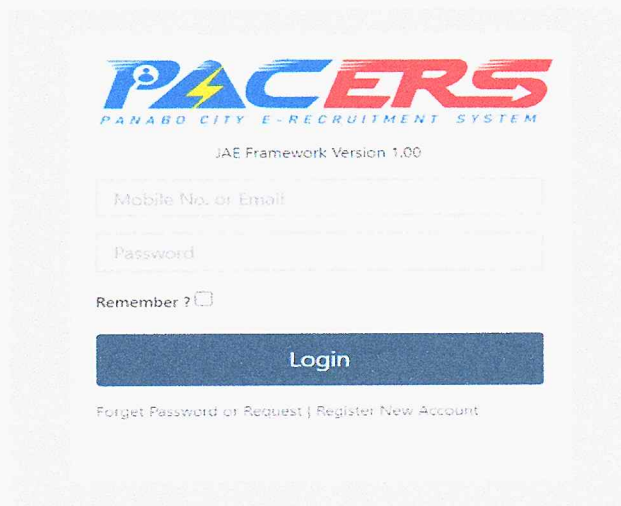
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3. Automatically, upon **Sign Up** you will be able to create an active account and ready to login.



The screenshot shows the 'PACERS PANABO CITY E-RECRUITMENT SYSTEM' sign-up page. It includes a 'Mobile No.' field, 'First Name' and 'Last Name' fields, 'Email Address', 'Password', and 'Confirm Password' fields. There is a checkbox for 'I understand the PRIVACY STATEMENT' and a 'Are u human?' checkbox. A blue 'Sign Up' button is at the bottom, with a 'Sign in | Back To Site' link below it.

How to sign in?



The screenshot shows the 'PACERS PANABO CITY E-RECRUITMENT SYSTEM' login page. It features a 'Mobile No. or Email' field and a 'Password' field. Below these is a 'Remember ?' checkbox and a blue 'Login' button. 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?

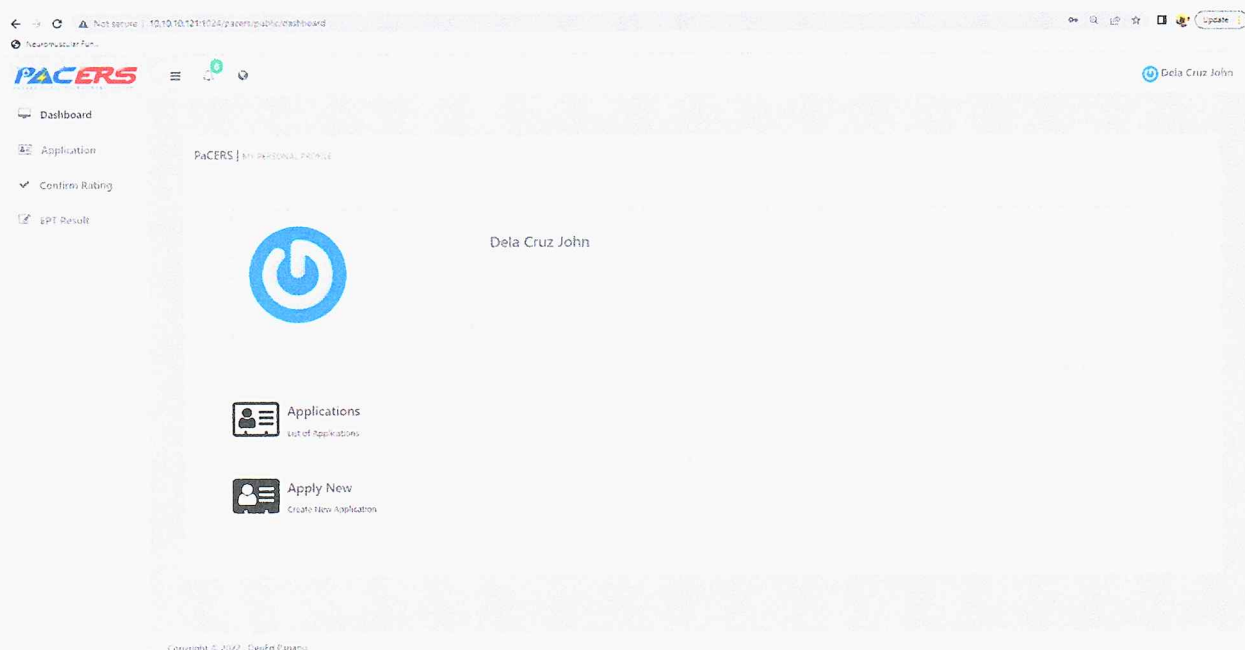
1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .



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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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