



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

Office of the Schools Division Superintendent

June 4, 2025

DIVISION MEMORANDUM

No. 0133, s. 2025

RE-OPENING OF THREE (3) HEAD TEACHER IV 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 re-opening of three (3) Head Teacher IV vacant positions.

Date	Activity
June 4, 2025 – June 10, 2025	Submission of application and uploading of all mandatory requirements to Panabo City E-Recruitment System NTP (PACERSNTP) through this link: http://202.137.127.72/pacersntp/public/user/login <i>The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023, under School Administration criteria.</i> <i>For inquiries, you may communicate with our secretariat through this number: 09127811502</i>
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



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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 10, 2025.

- 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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://tinyurl.com/AnnexCChecklist>*), **notarized or sworn before any public officer authorized to administer oath**;
- 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;
 - 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;



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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, CESO VI
Schools Division Superintendent

*Encl.: as stated
OSDS/ncrm/cdr*

RELEASED

JUN 04 2025

RECORDS SECTION-SDO PANABO CITY
BY 



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

Date: June 4, 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	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
2	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
3	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

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. 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 June 10, 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 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)
<http://202.137.127.72/pacersntp/public/user/login>
 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 <http://202.137.127.72/pacersntp/public/user/login>.

The left screenshot shows the login page with the following fields: Mobile No. or Email, Password, and a Remember checkbox. Below these fields is a blue Login button and a link for Register New Account. The right screenshot shows the registration page with the following fields: Mobile No., First Name, Last Name, User Address, Password, and Confirm Password. Below these fields is a checkbox for 'I understand the PRIVACY STATEMENT' and a blue Sign Up button. A link for Sign In / Back To Site is also visible.

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 with the following fields: Mobile No. or Email, Password, and a Remember checkbox. Below these fields is a blue Login button and a link for Register New Account.

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

How to request resetting for password?

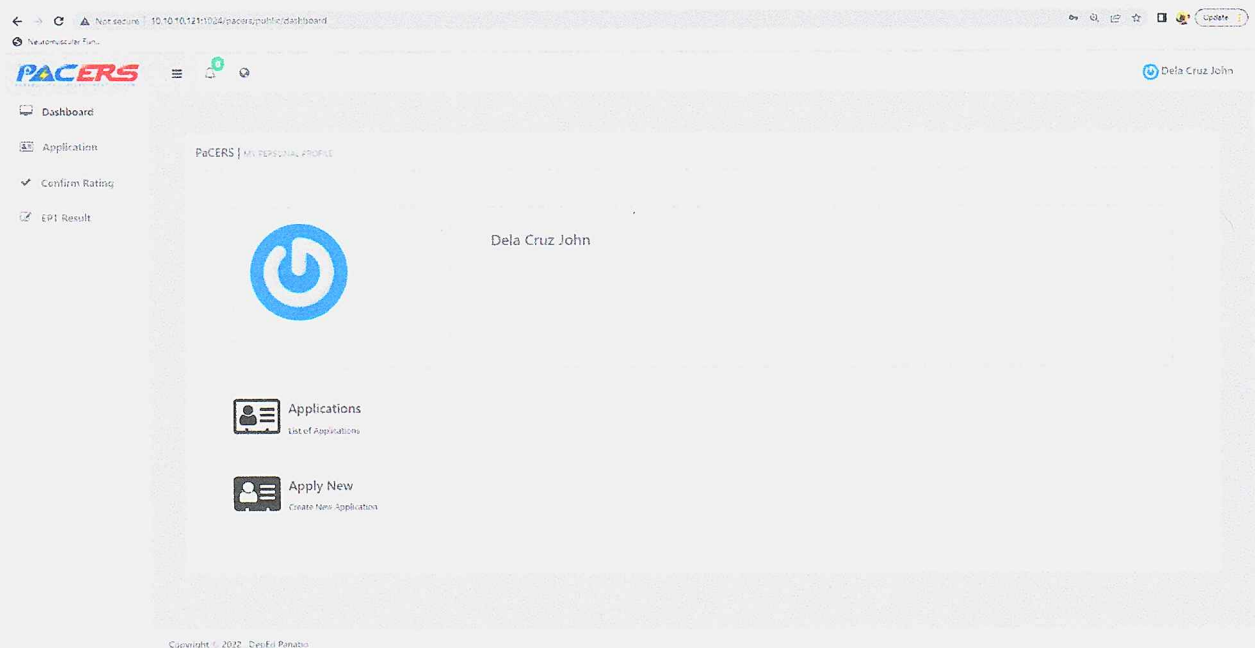
1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph.



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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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