



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

Office of the Schools Division Superintendent

July 14, 2025

**DIVISION MEMORANDUM**

No. 0154, s. 2025

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) SCHOOL PRINCIPAL II, ONE (1) ACCOUNTANT III, TWO (2) ADMINISTRATIVE ASSISTANT III, 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) School Principal II, one (1) Accountant III, two (2) Administrative Assistant III, one (1) Administrative Assistant II vacant positions.

Date	Activity
July 14, 2025 – July 25, 2025	<p>Submission of application and uploading of all mandatory requirements to Panabo City E-Recruitment System NTP (PACERSNTP) through this link: <a href="http://202.137.127.72/pacersntp/public/user/login">http://202.137.127.72/pacersntp/public/user/login</a>.</p> <p><i>The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023.</i></p> <p><i>For inquiries, you may communicate with our secretariat through this number: 09127811502</i></p>



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

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. 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 July 25, 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;



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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;

*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.

For and in the absence of the SDS

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

Encl.: as stated  
OSDS/ncrm/cdr

**RELEASED**

**JUL 14 2025**

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: 07/14/2025

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	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-750005-2012	20	62,967	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		Division of Panabo City Elementary Level
2	ACCOUNTANT III	OSEC-DECSB-A3-750010-2014	19	56,390	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		DIVISION OF PANABO CITY FINANCE OFFICE
3	ADMINISTRATIVE ASSISTANT III (Secretary II)	OSEC-DECSB-ADAS3-750333-2018	9	23,226	Completion of two (2) years studies in college	4 hours of relevant training	1 Year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		DIVISION OF PANABO CITY
4	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750144-2017	9	23,226	Completion of two (2) years studies in college	4 hours of relevant training	1 Year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		DIVISION OF PANABO CITY Accounting Office
5	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750051-2014	8	21,448	Completion of two (2) years studies in college	4 hours of relevant training	1 Year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		DIVISION OF PANABO CITY San Vicente NHS

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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, HRMP SB Chairperson, and submit application documents on or before **July 25, 2025**.

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>), **notarized or sworn before any public officer authorized to administer oath**;
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 documents 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 <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 large blue Login button. A red arrow points to the Login button, and another red arrow points to the Register New Account link. The right screenshot shows the registration page with the following fields: Mobile No., First Name, Last Name, Email Address, Password, and Confirm Password. It also includes a checkbox for understanding the Privacy Statement, a human verification question, and a Sign Up button. A red arrow points to the Sign Up button.

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 large blue Login button. At the bottom, there is a link for 'Forgot Password or Request | Register New Account'.

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

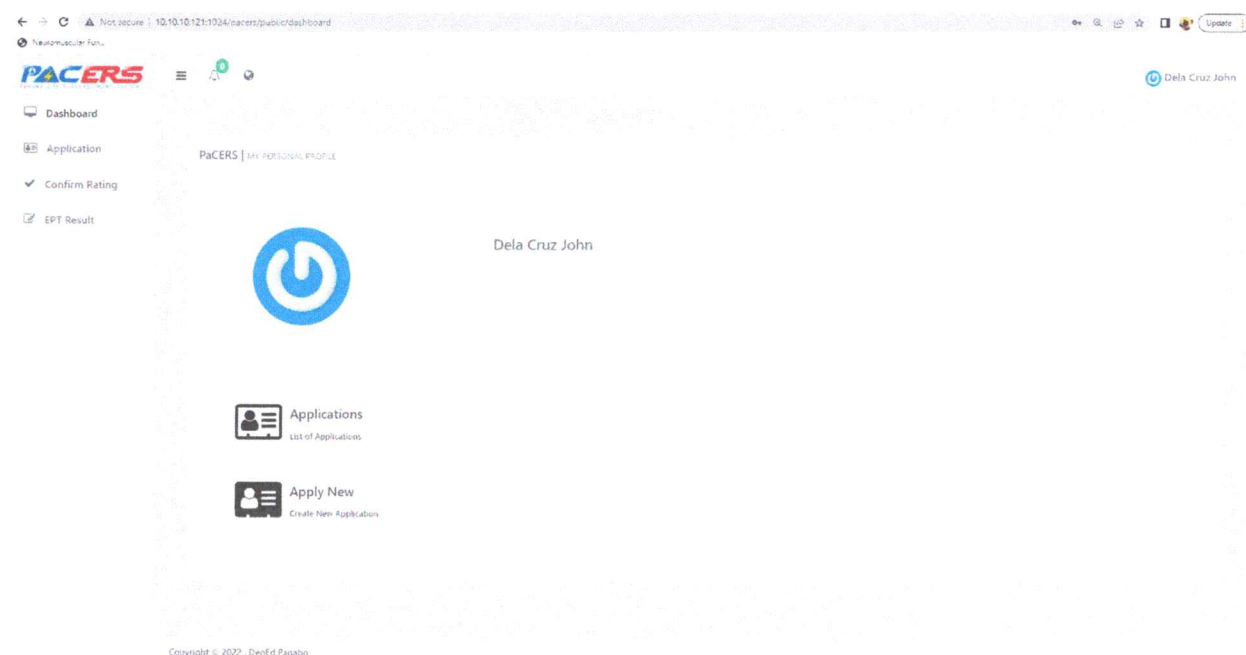


## How to request resetting for password?

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



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