



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

DTS

0825102502

Office of the Schools Division Superintendent

August 18, 2025

DIVISION MEMORANDUM

No. 0185, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) ADMINISTRATIVE OFFICER IV, ONE (1) ADMINISTRATIVE OFFICER II, ONE (1) LEGAL ASSISTANT I, ONE (1) ADMINISTRATIVE ASSISTANT III, TWO (2) ADMINISTRATIVE ASSISTANT II, 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) Administrative Officer IV, One (1) Administrative Officer II, One (1) Legal Assistant I, One (1) Administrative Assistant III, two (2) Administrative Assistant II, and one (1) Administrative Aide VI vacant positions.

Date	Activity
August 19, 2025 – August 29, 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 .



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>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>
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	<p>Open Assessment, Interview, Written Examination, and Confirmation of Scores</p> <p>Consolidation of Ratings by the Secretariat</p> <p>Validation of Rating by the HRMPSB</p> <p>Submission of Ranking to the Office of the Schools Division Superintendent</p>

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 .

August 29, 2025. 4

- 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:



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

- 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;

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 Schools Division Superintendent:

JANWARIO E. YAMOTA

Chief ES – Curriculum Implementation Division

RELEASED

AUG 19 2025

RECORDS SECTION SDO PANABO CITY

BY

Encl.: as stated
OSDS/bpmj/cdr



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 <http://202.137.127.72/pacersntp/public/user/login>.



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?



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

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

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 .

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.



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

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 18, 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	ADMINISTRATIVE OFFICER IV	OSEC-DECSB-ADOF4-750005-2025	15	40,208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	DIVISION OF PANABO CITY Procurement Office
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750617-2025	11	30,024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	DIVISION OF PANABO CITY Procurement Office
3	LEGAL ASSISTANT I	OSEC-DECSB-LEA1-750004-2025	10	25,586	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	DIVISION OF PANABO CITY
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-750130-2014	9	23,226	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Subprofessional)/First Level Eligibility	DIVISION OF PANABO CITY
5	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-750097-2016	8	21,448	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Subprofessional)/First Level Eligibility	DIVISION OF PANABO CITY Senior High School Manay NHS
6	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 Professional (Subprofessional) First Level Eligibility	DIVISION OF PANABO CITY Senior High School
7	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADAG-750095-2014	6	18,957	Completion of two (2) years studies in college	None required	None required	Career Service Professional (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, HRMPSB Chairperson, and submit application documents on or before **August 29, 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 Certificates 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 thru this link <http://202.137.127.72/pacersnlp/public/user/login> and addressed to:

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

Government Center, City Hall St., Bay, J.P. Laurel, Panabo City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.