



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

Office of the Schools Division Superintendent

November 5, 2025

DIVISION MEMORANDUM

No. 0252, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) SCHOOL PRINCIPAL I AND TWO (2) ADMINISTRATIVE ASSISTANT III 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 I and Two (2) Administrative Assistant III vacant positions.

Date	Activity
November 5, 2025 – November 21, 2025	<p>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</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>
To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements.



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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 November 21, 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;

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.

JINKY B. FIRMAN, CESO VI
Schools Division Superintendent ✓

RELEASED

Encl.: as stated
OSDS/ncrm/cdr

NCV 05 2025
RECORDS SECTION, SDS 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: **November 5, 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 I	OSEC-DECSB-SP1-750146-2014	19	56,390	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 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 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)		DIVISION OF PANABO CITY Elementary Level
2	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-750145-2014	9	23,226	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 Accounting Office
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-750334-2018	9	23,226	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

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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, HRMPSB Chairperson, and submit application documents on or before **November 21, 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
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 thru this link <http://202.137.127.72/pacersntp/public/user/login> 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>.

JAE Framework Version 1.00

JAE Framework Version 1.00

Mobile No. or Email

Forgot Password or Request

Remember ?

Login

Register New Account

JAE Framework Version 1.00

Mobile No. or Email

Forgot Password or Request

Remember ?

Sign Up

I understand the PRIVACY STATEMENT

Are u human ?

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?

JAE Framework Version 1.00

Mobile No. or Email

Forgot Password or Request

Remember ?

Sign In

Forgot Password or Request

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

How to request resetting for password?

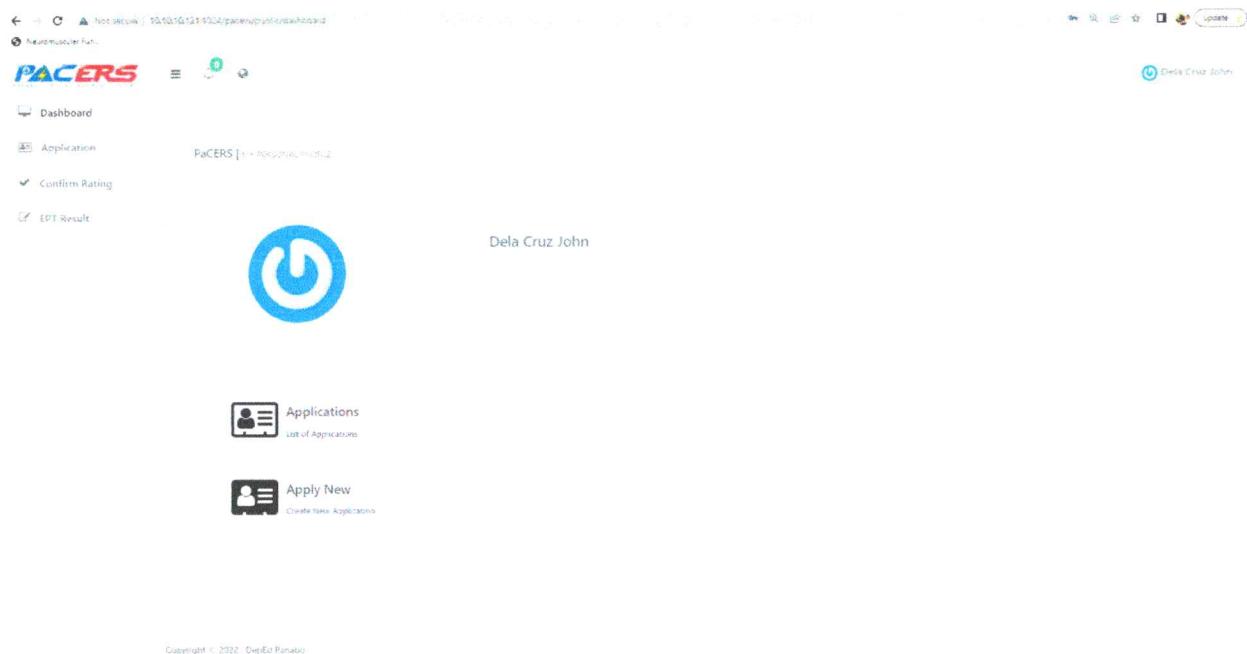


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1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .

APPLICANTS Account

Applicant's Dashboard



Net Secure / 10.10.10.121:9024/pacersnntp/dashboard

PaCERS

Dashboard

Application

PaCERS | 1 - PaCERSNTP, Inc.

✓ Confirm Rating

EDT Result

Dela Cruz John

Applications

Apply New

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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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