



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

Office of the Schools Division Superintendent

January 6, 2026

**DIVISION MEMORANDUM**

No. 0005, s. 2026

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT  
 DOCUMENTS FOR THE OPENING OF THREE (3) 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 three (3) Administrative Assistant II and one (1) Administrative Aide VI vacant positions.

Date	Activity
January 6-16, 2026	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>  <i>The hiring process and its evaluation are based on DepEd Order No. 7, s. 2023.</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.



Schools Division Office of Panabo City  
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 Tel. Nos. (084)823 1469, (084) 628 4066  
 Email: panabocity.division@deped.gov.ph

To be announced	Final evaluation of documents by the HRMO and posting of IER
To be announced	Open Assessment, COI, NCOI, 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 January 16, 2026.

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 required Performance Ratings with at least Very Satisfactory rating. (Note: The latest performance rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission);
- 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>*), **must be notarized**;
- k. Other documents as may be required for comparative assessment, such as but not limited to:
  - 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;

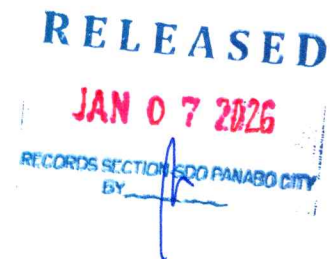


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3. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This 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 are the details of vacant positions.
5. For information and widest dissemination.

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

Encl.: as stated  
OSDS/bpmj/ncrm



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## USER'S MANUAL FOR PACERS NTP

1. In your browser, type <http://202.137.127.72/pacersntp/public/user/login>.



Mobile No. or Email

Password

Remember? ☐

[Login](#)

[Forgot Password or Request](#) [Register New Account](#)



Mobile No.

First Name Last Name

[Forgot Password](#)

Password Confirm Password

☐ I understand the [PRIVACY STATEMENT](#)

Are u Human?

[Sign Up](#)

[Sign in](#) | [Back To Site](#)

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?



Mobile No. or Email

Password

Remember? ☐

[Login](#)

[Forgot Password or Request](#) | [Register New Account](#)

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

### How to request resetting for password?

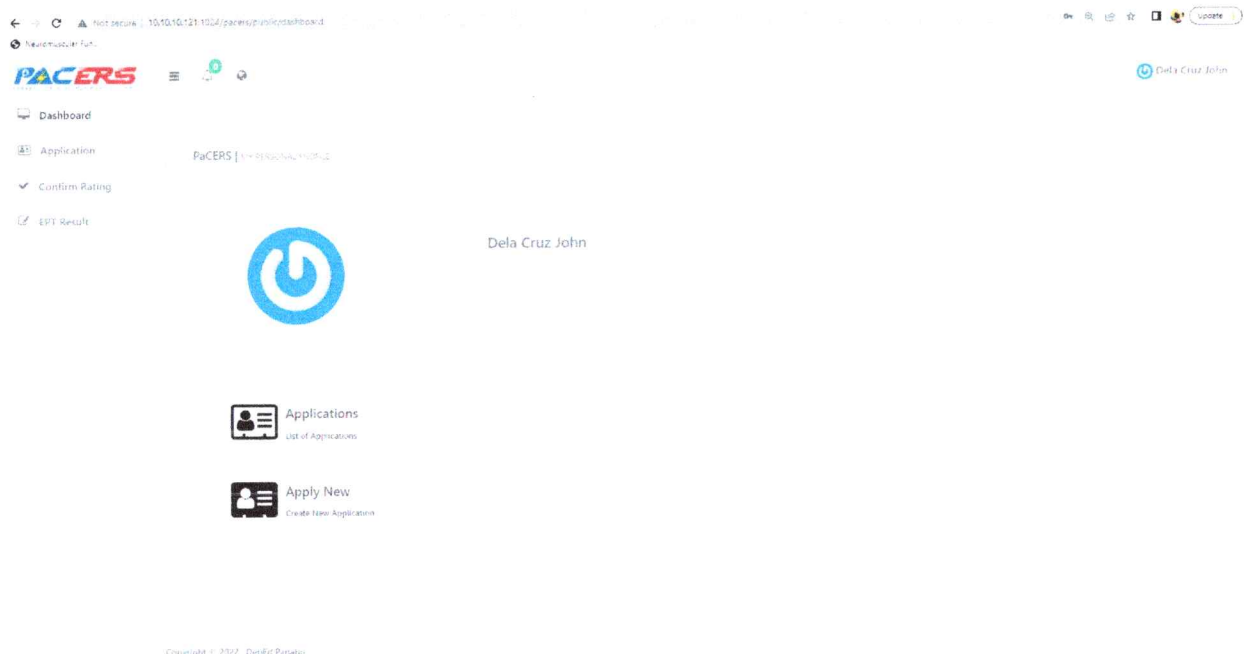


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1. Contact the IT Admin for resetting of your password at [tyron.dujali@deped.gov.ph](mailto:tyron.dujali@deped.gov.ph) or [peter.mijaresjr@deped.gov.ph](mailto:peter.mijaresjr@deped.gov.ph).

## 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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**Republic of the Philippines**  
**DEPARTMENT OF EDUCATION**  
**DIVISION OF PANABO CITY**  
**ANNOUNCEMENT OF VACANT ITEM POSITIONS**

**JINKY B. FIRMAN, PhD, CESO VI**  
**Schools Division Superintendent**  
 Date: January 6, 2026

No	Position Title, if applicable)	Planilla Item No.	SG	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	OSEC-DECSB-ADAS2-750184-2018	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 Accounting
2	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	OSEC-DECSB-ADAS2-750158-2017	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 Accounting
3	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	OSEC-DECSB-ADAS2-750160-2017	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 Accounting
4	ADMINISTRATIVE AIDE VI (CLERK)	OSEC-DECSB-ADA6-750094-2014	6	18,957	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		DIVISION OF PANABO CITY Records

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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 **January 16, 2026**.

1. Letter of intent
  - i. Statement of purpose/ expression of interest; and
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 Relevant Specialized Training or Professional Development Programs, if any;
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 required Performance Ratings with at least Very Satisfactory rating. (Note: The latest performance rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission);
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>), **must be notarized**;
11. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. Means of Verification (MOV)s 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.**