



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

DTS

0126100739

Office of the Schools Division Superintendent

January 9, 2026

DIVISION MEMORANDUM

No. 0008, s. 2026

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) SCHOOL PRINCIPAL III, TWO (2) SCHOOL PRINCIPAL II, AND ONE (1) SCHOOL PRINCIPAL I 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 III, two (2) School Principal II, and one (1) School Principal I vacant positions.

Date	Activity
January 9-19, 2026	<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, 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, CSES VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CSES VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before January 19, 2026.

- Letter of intent;
- Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
- Photocopy of latest appointment, if applicable;
- 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);
- 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*);
- 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;



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, PhD, CESO VI
Schools Division Superintendent ✓

Encl.: as stated
OSDS/bpmj/nrm

RELEASED

JAN 09 2026

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

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent
Date: January 9, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards			Place of Assignment (if applicable)
					Education	Training	Experience	
1	SCHOOL PRINCIPAL III	OSEC-DECSSB-SP3-750012-2020	21	70,013	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 15 units in Management	40 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 3 years experience in school management and operations	RA 1080, as amended (Teacher)
2	SCHOOL PRINCIPAL II	OSEC-DECSSB-SP2-750081-2011	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)
3	SCHOOL PRINCIPAL II	OSEC-DECSSB-SP2-750084-2011	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)
4	SCHOOL PRINCIPAL I	OSEC-DECSSB-SP1-750428-2010	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)

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 **January 19, 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. Photo copy of valid and updated PRC License/ID, if applicable;
4. Photo copy of Certificate of Eligibility (Report of Rating, if applicable);
5. Photo copy 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. Photo copy of Certificates of Relevant Specialized Training or Professional Development Programs, if any;
7. Photo copy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photo copy of latest appointment, if applicable;
9. Photo copy 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 (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
 - ii. Photo copy 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., Bgy. J.P. 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>.

PACERS
PANABO CITY E-RECRUITMENT SYSTEM
JAE Framework Version 1.00

Mobile No. or Email
Password
Remember ?

Login

Forgot Password or Request | Register New Account

First Name
Last Name
Mobile No.
JAE Framework Version 1.00

Are u human ? I understand the [PRIVACY STATEMENT](#)

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?

PACERS
PANABO CITY E-RECRUITMENT SYSTEM
JAE Framework Version 1.00

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?

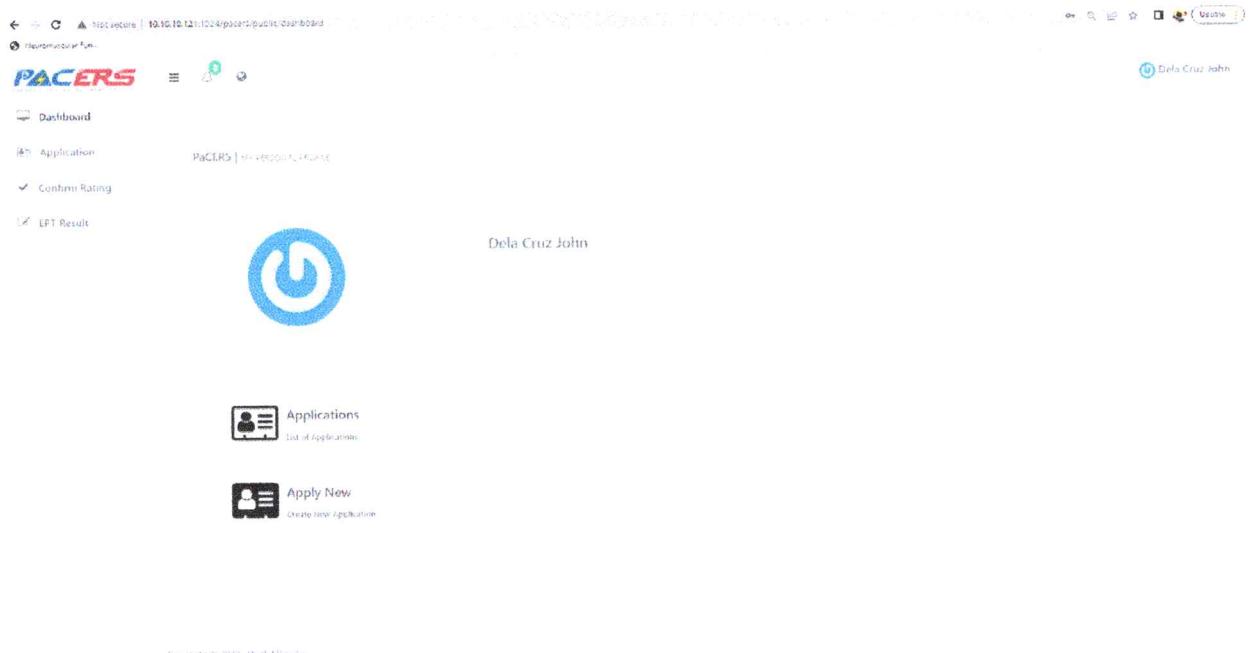


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1. Contact the IT Admin for resetting of your password at tyron.dujali@deped.gov.ph or peter.mijaresjr@deped.gov.ph .

APPLICANTS Account

Applicant's Dashboard



Dashboard

Application

Confirm Rating

EFT Result

Dela Cruz John

Applications

Apply New

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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