



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO. <b>608520</b>	TIME: <b>4:20 PM</b>
BY: <b>/</b>	DATE: <b>18 Feb 2026</b>
<b>RELEASED</b>	

18 February 2026

**DIVISION MEMORANDUM**  
NO. 102, Series 2026

**ANNOUNCEMENT OF VACANT POSITIONS IN DEPED ZAMBOANGA SIBUGAY  
(TECHNICAL ASSISTANT IV – CONTRACT OF SERVICE)**

To : **Asst. Schools Division Superintendent**  
**Chief of SGOD and CID**  
**Division HRMPSB**  
**All Education Supervisors/District Supervisors**  
**All School Heads**  
**All Administrative Officers**  
**Interested Applicants**  
**All Others Concerned**  
*This Division*

1. This is to announce vacancies in the Division of Zamboanga Sibugay for Technical Assistant IV – Contract of Service. This Office strictly adheres to the Equal Employment Opportunity Principle. All qualified and interested applicants, regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, are invited to submit the documentary requirements for the positions.

Position Title/Item No.	Monthly Salary	Minimum Qualification Standards				Place of Assignment
		Education	Experience	Training	Eligibility	
<b>One (1) TECHNICAL ASSISTANT IV (Contract of Service)</b>	P67,000.00 + 10% premium	Licensed Geodetic or Civil Engineer	At least three (3) years of relevant experience, preferably in land survey, site assessment, or land development projects	Thirty-two (32) of relevant training	Republic Act No. 1080	SDO Zamboanga Sibugay Zamboanga City Isabela City

2. All applicants shall register at the Division online system, which is <https://bit.ly/depedzspersonnel> where they must encode their personal details. Once submitted, a **Unique Applicant Number** will be issued. In the submission of application requirements, this Number must be indicated.
3. To streamline the hiring process, all interested applicants are advised to submit the following documentary requirements with **TABBING** to the **Personnel Section – Division Office through the Records Section** and arranged as follows:
- a. 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 (Annex C).
  - b. Letter of Intent addressed to the Head of School Titling Office;  
*(Intent shall highlight the following information position that he or she intends to apply)*



📍 Pangi, Ipil, Zamboanga Sibugay, 7001  
☎ 0968-520-9123  
✉ [zamboanga.sibugay@deped.gov.ph](mailto:zamboanga.sibugay@deped.gov.ph)  
🌐 [depedzamboangasibugay.ph](http://depedzamboangasibugay.ph)  
📱 DepEd Tayo Zamboanga Sibugay Division





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**To:**

**ATTY. CHRISTIAN E. RIVERO**  
Supervising Director of Sites Titling Office  
DepEd – Central Office

**Thru:**

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent  
DepEd – Division of Zamboanga Sibugay

- c. Curriculum Vitae – 1 copy
  - d. Duly accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2025) and Work Experience Sheet – 1 copy
  - e. Photocopy of valid and updated PRC License/ID – 1 copy
  - f. Photocopy of Certificate of Eligibility/Report of Rating; if applicable
  - g. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
  - h. Photocopy of Certificates/s of Training
  - i. Photocopy of Certificate of Employment or duly signed Updated Service Record, whichever is/are applicable– 1 copy
  - j. Photocopy of latest appointment (for those applying for promotion) – 1 copy
  - k. Photocopy of the Individual Performance Rating Form – 1 copy
4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Deadline of submission to the Division Office shall be on or before **March 6, 2026 (Friday) @ 5:00 in the afternoon. No application/additional documents shall be accepted after the set deadline.** Applicants who failed to submit complete mandatory requirements (Items 3a to 3j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.
6. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the pool of applicants and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, assessment, classroom observation, and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).
7. Immediate and widest dissemination of this memorandum is highly enjoined.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Encl: As stated  
References:

To be indicated in the Perpetual Index under the following subjects:  
TECHNICAL ASSISTANT IV

ZS-DM-OSDS-PER-2026-02-013-0  
RRAR-20250218