



Republic of the Philippines

Department of Education

REGION X

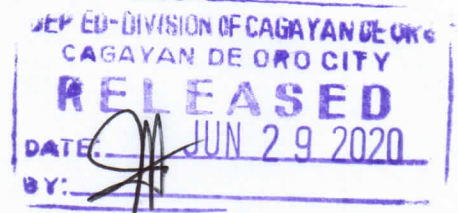
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

June 24, 2020

DIVISION MEMORANDUM

No. 297 s. 2020



ANNOUNCEMENT AND POSTING OF VACANCIES

To : Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board (HRMPSB)
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Other Concerned
This Division

1. The field is hereby informed of the vacancies of Level II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of July **21**, 2020. "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. DepED ORDER No. 66, s. 2007 will be used as basis for document evaluation and interview.
4. This Office promotes the **Equal Employment Opportunity Principle** (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. Final Evaluation and Interview of applicants by the HRMPSB will be announced in a separate memorandum.
6. Please be guided accordingly.

CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- Curriculum Implementation Division

POSITION PROFILE	
Position: Public Schools Division Supervisor	Salary Grade:22 Annual Salary: 802,404.00
Item No:PSDS-660126-1998	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DISCRPTION	
To provide schools and learning centers in a district with relevant and timely service through	
1. the conduct of instructional supervision	
2. provision of technical assistance in school management and curriculum implementation	
3. establishing a conducive physical environment for learners and school workers	
4. sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.	

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's Degree in Education or other relevant Master's Degree
Experience	5 years cumulative experience in instructional supervision and school's management
Eligibility	R.A.1080 (Teacher)
Trainings	16 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

1. Submit the following documentary requirements in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or **before 5:00 pm of July 24, 2020**. Kindly include the position with the corresponding office/unit you are applying for.

a. Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)

b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.

You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>

c. Curriculum Vitae

d. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.

e. Photocopy of the latest Transcript of Records

f. Photocopy of the 3 Performance ratings for the last 3 rating periods

g. Certificates of relevant trainings and seminars attended

h. Certificates of outstanding accomplishments

i. Certificate of Employment

j. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Bring all original documents for verification purposes;

3. Shortlist of Qualified Applicants shall be posted on July 23, 2020

4. Schedule for Examination and interview shall be announced.



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REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	ELEMENTARY SCHOOL

POSITION PROFILE	
Position: PRINCIPAL I	Salary Grade:19 Annual Salary: 561,492.00
Item No:SP1-660589-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DIScription	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor in Elementary Education or Bachelor's degree with 18 professional education units
Experience	HT for 1yr or Teacher in charge for 2 yrs or MT for 2 yrs; or Teacher for 5 yrs
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least 5 years of teaching experience (inclusive of 2 yrs as Teacher in charge or Officer in charge)
Eligibility	LET/PBET/NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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 - c. Curriculum Vitae
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 - e. Photocopy of the latest Transcript of Records
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 - h. Certificates of outstanding accomplishments
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 - j. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
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REGION X
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June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Schools Governance and Operations Division

POSITION PROFILE	
Position: Dentist II	Salary Grade:17 Annual Salary: 461,568.00
Item No:DENT2-660035-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Doctor of Dental Medicine or Dental Surgery
Experience	1 year of relevant experience
Eligibility	R.A.1080 (Dentist)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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 - c. Curriculum Vitae
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 - h. Certificates of outstanding accomplishments
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 - j. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
2. Applicants are expected to:
 - Bring all original documents for verification purposes;
3. Shortlist of Qualified Applicants shall be posted on July 23, 2020
4. Schedule for Examination and interview shall be announced.



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REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- Senior High School (Besigan, CAdayonan, Dunggoan, Magayad, and Iba)

POSITION PROFILE	
Position: Nurse II	Salary Grade: 15 Annual Salary: 384,636.00
Item No: NURS2-660023-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Science in Nursing
Experience	1 year relevant experience
Eligibility	RA 1080 (NURSE)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

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 - Curriculum Vitae
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 - Certificates of outstanding accomplishments
 - Certificate of Employment
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
 - Bring all original documents for verification purposes;
- Shortlist of Qualified Applicants shall be posted on July 25, 2020
- Schedule for Examination and interview shall be announced.



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REGION X
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June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- Payroll Section

POSITION PROFILE	
Position: Administrative Officer II	Salary Grade: 11 Annual Salary: 267,792.00
Item No: ADOF2-660012-2019	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
- Handle special payroll services; - In collaboration with the administrative officer IV (HRMO II) - Monitor and prepare report on filled and unfilled teaching and non-teaching items.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (2 nd Level)
Trainings	None required
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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June 24, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- SGOD

POSITION PROFILE

Position: Project Development Officer I
(Youth Formation Coordinator)

Salary Grade: 11
Annual Salary: 267,792.00

Item No: PDO1-660025-2016

Benefits: Refer to the Summary of
Compensation and other Benefits

JOB DESCRIPTION

Perform technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (2 nd Level)
Trainings	None required

B. Preferred Qualifications

Education
Experience
Eligibility
Trainings

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