



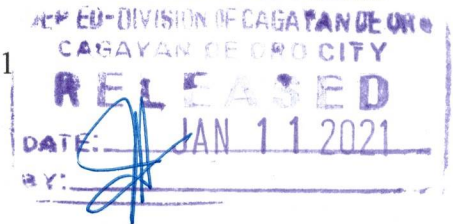
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

January 11, 2021

DIVISION MEMORANDUM

No. 06 s. 2020



ANNOUNCEMENT AND POSTING OF VACANCY

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 vacant Level I and Level II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **January 29, 2021**. "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



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Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY January 11, 2021

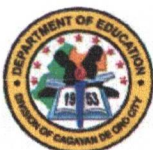
VACANCY ANNOUNCEMENT

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:NUR1-660023-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRIPTION	
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	

APPLICATION PROCEDURE

- 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 January 29, 2021**. Kindly include the position with the corresponding office/unit you are applying for.
 - Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
 - 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>
 - Curriculum Vitae
 - 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.
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods
 - Certificates of relevant trainings and seminars attended
 - 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 **February 03, 2021**
- Schedule for Examination and interview shall be announced.



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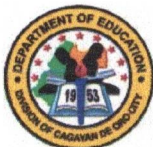
VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660048-2017	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRIPTION	
Receives and remits to the cashier daily cash collections and verifies, reviews and consolidates collection reports; records and reports discrepancies and adjustments in collection; prepares daily collection reports and cash receipts vouchers and other documents to ledger and account books; Prepares report of checks issued and cancelled; controls payroll and prepares voucher for salaries & wages; prepares report of disbursements.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet.
Experience	
Eligibility	
Trainings	

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	<i>please see attached</i>

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: <i>please see attached</i>	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DISCRIPTION

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

B. Preferred Qualifications

Education	Bachelor's Degree in Bus. Ad., major in Accounting; or Completion of at least 2 years studies in Bachelor's degree in accountancy or commerce; or completion of 2 years studies in college with at least nine (9) units in accounting
Experience	1 year relevant experience in accounting activities/task
Eligibility	Career Service Sub-Prof (First Level Eligibility)
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.

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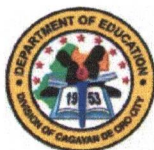
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2. Applicants are expected to:

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January 11, 2021

DIVISION / UNIT	ITEM NUMBER
Division Office	ADAS3-660172-2018
Division Office	ADAS3-660165-2018
Division Office	ADAS3-660167-2018
Division Office	ADAS3-660079-2014
Division Office	ADAS3-660078-2014
Division Office	ADAS3-660076-2014
Division Office	ADAS3-660169-2018
Division Office	ADAS3-660039-2004
Kauswagan Central School	ADAS3-660048-2017
South City Central	ADAS3-660046-2017
Iponan Elementary School	ADAS3-660051-2017
East City Central School	ADAS3-660045-2017
West City Central School	ADAS3-660050-2017
City Central School	ADAS3-660041-2017



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