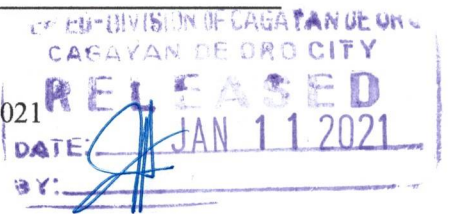




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

January 11, 2021



DIVISION MEMORANDUM

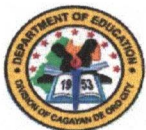
No. 07 s. 2020

ANNOUNCEMENT OF VACANT NON-TEACHING POSITIONS

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 following are the schools with their respective vacant non-teaching positions and corresponding item numbers.

NO.	SCHOOL	POSITION	ITEM NUMBER
1	Iponan National High School	ADAS-III	ADAS3-660033-2011
2	Tablon National High School	ADAS-III	ADAS3-660219-2017
3	Tagpangi National High School	ADAS-III	ADAS3-660220-2017
4	Cagayan de Oro National High School	ADAS-III	ADAS3-660043-2004
5	Kauswagan National High School	ADAS-III	ADAS3-660217-2017
6	Macasandig National High School	ADAS-III	ADAS3-660218-2017
7	Balubal National High School	ADAS-II	ADAS2-660128-2016
8	Bonbon National High School	ADAS-II	ADAS2-660122-2016
9	Macasandig National High School	ADAS-II	ADAS2-660106-2016
10	Gusa NHS-FS CATANICO ANNEX	ADAS-II	ADAS2-660104-2016
11	Lapasan National High School	ADAS-II	ADAS2-660102-2016



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REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

2. Concerned School Heads are to designate a School Personnel Officer who will be responsible for posting the vacancies at three (3) conspicuous places within and outside the school premises from **January 11 – January 29, 2021**. After which, he/she shall accept letters of intent with supporting documents from interested applicants.
3. Interested applicants may submit their letter of intent to the concerned school heads.
4. The designated School Personnel Officer will then conduct a preliminary evaluation of applicant documents from **February 01 – 02, 2021** which shall generate a School Selection Line-up to be certified by the School Principal.
5. Posting of School Selection Line-up will be on **February 03, 2021**.
6. Evaluation of documents and interview at the school by the School Ranking Committee will be on **February 19, 2021**.
7. **DepEd Order No. 66, s. 2007** shall be used as basis for document evaluation and interview.
8. On **February 22, 2021**, the concerned School Heads are directed to submit the following documents to the Division Office:
 - a. Selection Line-up
 - b. Certification of Posting of Selection Line-up
 - c. Rank List
 - d. Minutes of Ranking
 - e. Pertinent Documents
9. Review of the School Rank list by the Human Resource Merit Promotion and Selection Board (HRMP SB) of the Division Office will be announced in a separate memorandum.
10. Please be guided accordingly.


CHERRY MAE L. LIMBACO
Schools Division Superintendent



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

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Iponan NHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660033-2011	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

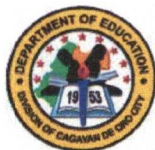
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

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.

APPLICATION PROCEDURE

- Submit the following documentary requirements in a clean, unmarked long brown envelope to the Concerned School on or **before 5:00 pm of January 29, 2021**. Kindly include the position with the corresponding School you are applying for.
 - Letter of Intent (addressed to the Concerned School Head)
 - 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**



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

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Tablon NHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660219-2017	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.

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Tagpangi NHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660220-2017	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

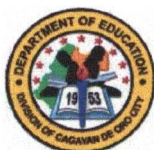
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

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.

APPLICATION PROCEDURE

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

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	CDONHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660043-2004	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

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

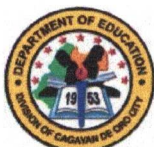
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

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.

APPLICATION PROCEDURE

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

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Kauswagan NHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660217-2017	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.

APPLICATION PROCEDURE

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

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Macasandig NHS

POSITION PROFILE

Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660218-2017	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

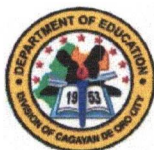
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

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.

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Balubal NHS

POSITION PROFILE

Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660128-2016	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	

APPLICATION PROCEDURE

1. Submit the following documentary requirements in a clean, unmarked long brown envelope to the School on or **before 5:00 pm of January 29, 2021**. Kindly include the position with the corresponding School you are applying for.
 - a. Letter of Intent (addressed to the School Head)
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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Bonbon NHS

POSITION PROFILE

Position: Administrative Assistant II

Salary Grade: 8

Annual Salary: 210,060.00

Item No:

ADAS2-660122-2016

Benefits: Refer to the Summary of
Compensation and other Benefits

JOB DESCRIPTION

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

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Macasandig NHS

POSITION PROFILE

Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660106-2016	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

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	

APPLICATION PROCEDURE

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REGION X

DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Gusa NHS-FS Catanico Annex

POSITION PROFILE

Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660104-2016	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

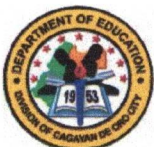
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

B. Preferred Qualifications

Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet.
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

- Submit the following documentary requirements in a clean, unmarked long brown envelope to the School on or **before 5:00 pm of January 29, 2021**. Kindly include the position with the corresponding School you are applying for.
 - Letter of Intent (addressed to the School Head)
 - 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**



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

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Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

January 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Lapasan NHS

POSITION PROFILE

Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660102-2016	Benefits: Refer to the Summary of Compensation and other Benefits

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