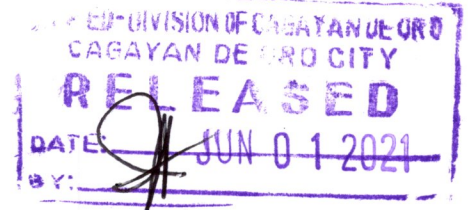




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

May 31, 2021

DIVISION MEMORANDUM

No. 240 s. 2021

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.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **June 23, 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



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

May 31, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Lumbia Elementary School

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: OSEC-DECSB-ADAS2-660046-2017	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	

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 June 23, 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 **June 25, 2021**.



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

May 31, 2021

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 186,288.00
Item No: OSEC-DECSB-ADA6-660100-2014 OSEC-DECSB-ADA6-660106-2014 OSEC-DECSB-ADA6-660103-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub- Professional (First Level Eligibility)
Trainings	4 hours 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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 - 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 **June 25, 2021**.
- Schedule for Examination and interview shall be announced.



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