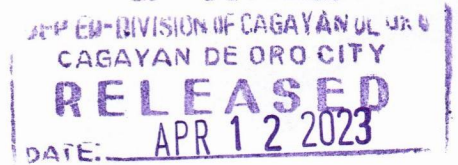




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 April 2023

DIVISION MEMORANDUM

No. 197 s.2023

ANNOUNCEMENT OF VACANT LEVEL 1 POSITIONS

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. The field is hereby informed of the vacancies of **Level I** position.
2. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **April 21, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education
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. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.
6. This office directs the immediate and wide dissemination of this memorandum

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant level 1 positions
April 11, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



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

11 April 2023

VACANCY ANNOUNCEMENT

No. ____ s. 2023

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

POSITION PROFILE

ADMINISTRATIVE ASSISTANT II
(Disbursing Officer II)

Salary Grade: 8
Monthly Salary: 19,744.00

1. OSEC-DECSB-ADAS2-660049-2018
2. OSEC-DECSB-ADAS2-660041-2017
3. OSEC-DECSB-ADAS2-660100-2016
4. OSEC-DECSB-ADAS2-660103-2016
5. OSEC-DECSB-ADAS2-660129-2016
6. OSEC-DECSB-ADAS2-660118-2016
7. OSEC-DECSB-ADAS2-660112-2016
8. OSEC-DECSB-ADAS2-660119-2016

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
Experience	1-year relevant experience
Eligibility	Career Service (Sub Professional); First Level Eligibility
Trainings	4 hours relevant training



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SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **April 21, 2023**. *Kindly include the position with the corresponding office/unit you are applying for.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**,
Schools Division Superintendent)
 - B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - C. Photocopy of valid and updated PRC license/ID, *if applicable*
 - D. Photocopy of Certificate of Eligibility / Rating, *if applicable*
 - E. 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, *if applicable*
 - F. Photocopy of Certificate/s of Training, *if applicable*
 - G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - H. Photocopy of latest appointment, *if applicable*
 - I. Photocopy of Performance Rating in the last rating period(s) covering (1) year performance in the current/latest position prior to the deadline of submission, *if applicable*
 - J. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
 - K. Other documents as may be required by the HRMPSB for comparative assessment reckoned from the date of last issuance of appointment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments,
 - ii. Means of Verification (MOVs) showing Application of Education,
 - iii. Means of Verification (MOVs) showing Application of Learning and Development, and
 - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, *if applicable*
2. ALL interested applicants are required to register online thru **bit.ly/CDONonTeachingApplicantReg2023** on or before April 21, 2023. Once successfully registered, an auto-generated Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached on the applicant's folder upon submission.



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