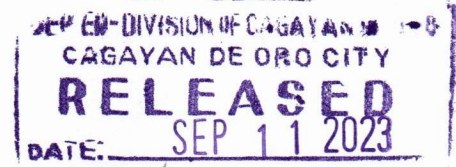




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 September 2023

DIVISION MEMORANDUM

No. 447 s.2023

ANNOUNCEMENT OF VACANT POSITIONS

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

1. The field is hereby informed of the vacancy of **Level II** position anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **September 21, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement6-2023** before September 21, 2023. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
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. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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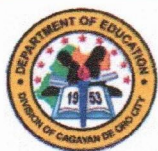
Encl.: As stated

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION
PROMOTIONS	RECRUITMENT	SELECTION

CAA-MFN / DM – announcement of vacant level ii position
September 11, 2023



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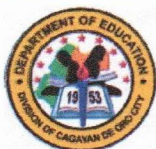
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REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

11 September 2023

VACANCY ANNOUNCEMENT
No. 19 s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SCHOOLS DIVISION OFFICE OF CAGAYAN DE ORO CITY
POSITION PROFILE	
PROJECT DEVELOPMENT OFFICER - I	Salary Grade: 11 Monthly Salary: 27,000.00
1. OSEC-DECSB-PDO1-660044-2023 2. OSEC-DECSB-PDO1-660045-2023 3. OSEC-DECSB-PDO1-660046-2023 4. OSEC-DECSB-PDO1-660047-2023 5. OSEC-DECSB-PDO1-660048-2023 6. OSEC-DECSB-PDO1-660049-2023 7. OSEC-DECSB-PDO1-660050-2023 8. OSEC-DECSB-PDO1-660051-2023	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 School 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 School level.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree relevant to the Job
Experience	None Required
Eligibility	Career Service (Professional); Second Level Eligibility
Trainings	None Required



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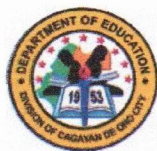
Office of the Schools Division Superintendent

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 September 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, CESO V 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 of GPA or General Weighted Average (GWA).
- G.** Photocopy of Certificate/s of Training, *if applicable*
- H.** Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
- I.** Photocopy of latest appointment, *if applicable*
- J.** 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*
- K.** 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; *Download it here > bit.ly/ChecklistofRequirementsandOmnibusSwornStatement*.
- L.** 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*



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