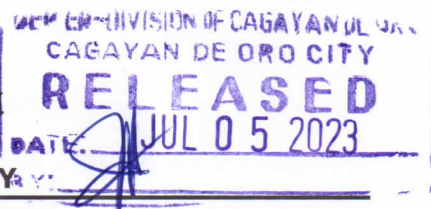




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

05 July 2023

DIVISION MEMORANDUM

No. 299 s.2023

ANNOUNCEMENT OF VACANT NON-TEACHING 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 non-teaching positions 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 **July 17, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement3-2023** before July 13, 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
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



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

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 non-teaching positions
July 05, 2023



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

03 July 2023

VACANCY ANNOUNCEMENT
No. 10 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Division Office
POSITION PROFILE	
Statistician Aide	Salary Grade: 4 Monthly Salary: Php 15,586
1. OSEC-DECSB-STATA-660012-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
- Collects and compiles information and figures for reports and records; - Assists in the tabulation and review of statistical reports; - Prepares stencils for the reproduction of forms and other statistical materials; - Performs other duties which may be assigned from time to time.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of two years studies in College
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Sub Professional); First Level Eligibility





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

03 July 2023

VACANCY ANNOUNCEMENT

No. 11 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (OSDS)
POSITION PROFILE	
ADMINISTRATIVE AIDE VI	Salary Grade: 6 Monthly Salary: Php 17,553
1. OSEC-DECSB-ADA6-660101-2014 2. OSEC-DECSB-ADA6-660102-2014 3. OSEC-DECSB-ADA6-660099-2014 4. OSEC-DECSB-ADA6-660103-2014 5. OSEC-DECSB-ADA6-660104-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
▪ To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use, and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the school's division office management and staff. ▪ To provide clerical and secretariat support to AO-V and administrative services function. ▪ To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS). ▪ To provide assistance to the AO IV, in the provision of personnel administration services to the management and personnel of the Schools Division.	
QUALIFICATIONS	
B. CSC Prescribed Qualifications	
Education	Completion of two years studies in College
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Sub Professional); Data Encoder (MC 6, s. 2010); First Level Eligibility



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

03 July 2023

VACANCY ANNOUNCEMENT

No. 12 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (OSDS)
POSITION PROFILE	
ADMINISTRATIVE ASSISTANT I	Salary Grade: 7 Monthly Salary: Php 18,620
OSEC-DECSB-ADAS1-660039-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
The Budgeting Services provides management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision-making towards the cost-effective allocation and utilization of financial resources of the school's division.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of two years studies in College
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Sub Professional); Data Encoder (MC 6, s. 2010); First Level Eligibility

03 July 2023



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

VACANCY ANNOUNCEMENT

No. 13 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Elementary School and Secondary School
POSITION PROFILE	
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: Php 19,744
1. OSEC-DECSB-ADAS2-660043-2017 2. OSEC-DECSB-ADAS2-660044-2017 3. OSEC-DECSB-ADAS2-660111-2016 4. OSEC-DECSB-ADAS2-660046-2017 5. OSEC-DECSB-ADAS2-660101-2016 6. OSEC-DECSB-ADAS2-660130-2016 7. OSEC-DECSB-ADAS2-660034-2011 8. OSEC-DECSB-ADAS2-660215-2017	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 two years studies in College
Trainings	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Sub Professional); First Level Eligibility

03 July 2023



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Republic of the Philippines

Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

VACANCY ANNOUNCEMENT

No. 14 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Secondary School
POSITION PROFILE	
ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	Salary Grade: 9 Monthly Salary: Php 21,211
1. OSEC-DECSB-ADAS3-660220-2017 2. OSEC-DECSB-ADAS3-660073-2014	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 two years studies in College
Trainings	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Sub Professional); First Level Eligibility
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
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.
Experience	1 year relevant experience in accounting activities/task
Eligibility	Career Service (Sub Professional); First Level Eligibility

03 July 2023

VACANCY ANNOUNCEMENT



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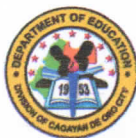
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

03 July 2023

VACANCY ANNOUNCEMENT

No. 15 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Secondary School
POSITION PROFILE	
NURSE II	Salary Grade: 16 Monthly Salary: Php 39,672
1. OSEC-DECSB-NURS2-660090-2021	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the Schools Division Office	
QUALIFICATIONS	
C. CSC Prescribed Qualifications	
Education	Bachelor of Science in Nursing
Trainings	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080(Nurse)



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

03 July 2023

VACANCY ANNOUNCEMENT
No. 16 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Division Office
POSITION PROFILE	
PLANNING OFFICER III	Salary Grade: 18 Monthly Salary: Php 46,725.00
1. OSEC-DECSB-PLO3-660049-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
- Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users. - Monitors and evaluates the implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers.	
QUALIFICATIONS	
D. CSC Prescribed Qualifications	
Education	Bachelor's Degree relevant to the job
Trainings	8 hours of relevant training
Experience	2 years relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility



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Republic of the Philippines

Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

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 **July 17, 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 an authorized official.
Download it here v
bit.ly/ChecklistofRequirementsandOmnibusSwornStatement
 - 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/CDOVacancyAnnouncement3-2023** before **July 13, 2023**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached on the left side of the applicant's folder upon submission.



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