



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



Office of the Schools Division Superintendent

25 July 2023

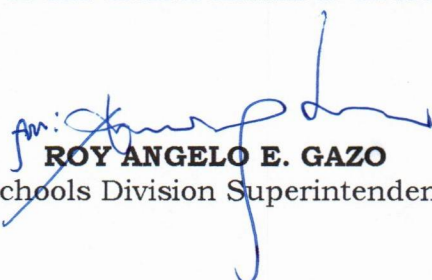
DIVISION MEMORANDUM

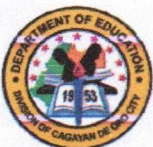
No. 348 s.2023

ANNOUNCEMENT OF VACANT NON-TEACHING POSITION

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 vacancy of Non-Teaching 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 **August 04, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement4-2023** before August 04, 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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VACANCY ANNOUNCEMENT

No. 17 s. 2023

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Division Office - OSDS
POSITION PROFILE	
ADMINISTRATIVE OFFICER V (Budget Officer III)	Salary Grade: 18 Monthly Salary: Php 46,725.00
1. OSEC-DECSB-ADOF5-660012-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division.	
QUALIFICATIONS	
A. 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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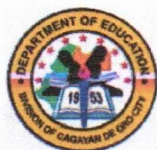


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SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

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 **August 04, 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/CDOVacancyAnnouncement4-2023 before **August 04, 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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