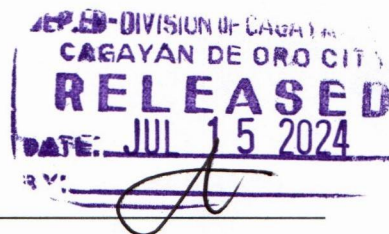




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

15 July 2024

DIVISION MEMORANDUM

No. 488 s.2024

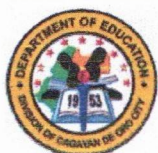
ANNOUNCEMENT OF VACANT LEVEL 1 NON-TEACHING POSITION

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 1 non-teaching positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement10-2024** before **July 25, 2024**. Upon successful registration, applicants will receive a confirmation email containing their Application Code and the status of their application, indicating whether they are qualified or not qualified.
3. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	Schools Division Office of Cagayan de Oro City – Receiving Section	July 15 to 25, 2024
Posting of Initial Evaluation Results (IER)	Schools Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Evaluation and Interview	Schools Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. **NO additional documents shall be accepted after July 25, 2024.**
5. Applications with incomplete documents shall not be entertained.
6. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements



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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7. 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.
8. 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.
9. Immediate and wide dissemination of this memorandum is directed.

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:

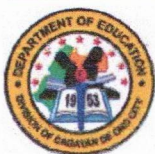
APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

CAA-MFN / DM – announcement of vacant level 1 non-teaching positions
July 15, 2024



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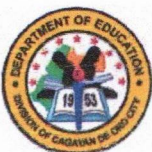
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Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants must submit the required documents, properly tabbed, in a clean, fastened, and unmarked long folder to the Receiving Section of DepED Cagayan de Oro City by 5:00 pm on **July 25, 2024**.
 - A. Letter of Intent: *Kindly include the position you are applying for.*
(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
 - E. Photocopy of scholastic / academic record such as **Transcript of Records (TOR)** and Diploma, including completion of graduate and post-graduate units / degrees
 - F. Photocopy of **Certificate/s of Training**
 - 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.
 - 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 (*Please refer to DO # 7 s. 2023*):
 - 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



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Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 10 s. 2024

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Elementary Schools

POSITION PROFILE	
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: 19,744.00
1) OSEC-DECSB-ADAS2-660123-2016 2) OSEC-DECSB-ADAS2-660115-2016 3) OSEC-DECSB-ADAS2-660009-2007 4) OSEC-DECSB-ADAS2-660034-2011 5) OSEC-DECSB-ADAS2-660128-2016 6) OSEC-DECSB-ADAS2-660020-2014 7) OSEC-DECSB-ADAS2-660042-2017	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	
1) 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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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 10.a s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION /UNIT:	Elementary Schools

POSITION PROFILE	
ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	Salary Grade: 9 Monthly Salary: Php 21,211
1) OSEC-DECSB-ADAS3-660168-2018 2) OSEC-DECSB-ADAS3-660042-2017 3) OSEC-DECSB-ADAS3-660072-2014 4) OSEC-DECSB-ADAS3-660032-2011 5) OSEC-DECSB-ADAS3-660218-2017 6) OSEC-DECSB-ADAS3-660176-2018	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



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