



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. 489 s.2024

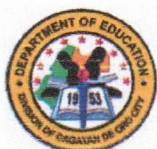
ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING POSITION

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

- 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.
- ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement11-2024** 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.
- 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>

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



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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.: None

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 non-teaching positions
July 15, 2024



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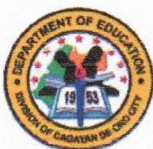
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Enclosure 1 for Division Memorandum No. ____ s. 2024

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 and General Weighted Average (GWA) Certificate, *if applicable*
 - F. Photocopy of **Certificate/s of Training**
 - B. Photocopy of **Certificate of Employment**, Contract of Service, or duly signed Service Record, whichever is/are applicable. (*Service Record and COE is c/o Admin Office for DepEd CDO Employee(s)*)
 - G. Photocopy of **latest appointment**, *if applicable*
 - H. 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*
 - I. 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.
 - J. 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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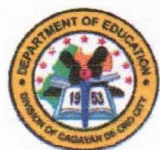
Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 11 s. 2024

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

POSITION PROFILE	
ADMINISTRATIVE OFFICER II	Salary Grade:11 Monthly Salary: Php 27,000.00
1) OSEC-DECSB-ADOF2-660022-2020 (NCR1) 2) OSEC-DECSB-ADOF2-660001-2020 (POMIDA)	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	None required
Trainings	Career Service Professional (Second Level Eligibility)



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VACANCY ANNOUNCEMENT

No. 11.a s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION/UNIT:	Curriculum Teaching Division (CTD)

POSITION PROFILE

**PROJECT DEVELOPMENT OFFICER II
(LRMDS)**

Salary Grade: 15
Monthly Salary: Php 36,619

1) OSEC-DECSB-PDO2-660064-2014

Benefits:
Refer to the Summary of
Compensation and other Benefits

JOB DESCRIPTION

- To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and layout artist etc.)
- To encode metadata and support content development activities as directed.
- To respond to individual user's queries and difficulties with the Web-based LRMDS, provide instructions and training, and diagnose and solve common problems.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Bachelor's degree relevant to the job
Trainings	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service Professional (Second Level Eligibility Career Service)

B. Preferred Qualifications

Education	
Trainings	
Experience	Basic knowledge in computer operation
Eligibility	



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