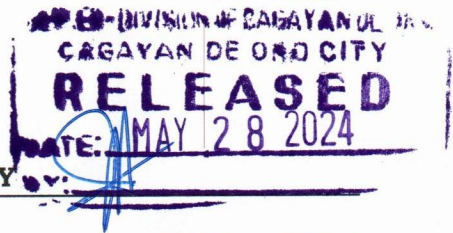




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

27 May 2024

DIVISION MEMORANDUM

No. 383 s.2024

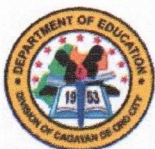
ANNOUNCEMENT OF VACANT LEVEL 1 NON-TEACHING POSITION

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 position 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/CDOVacancyAnnouncement08-2024** before **June 07, 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 for QUALIFIED APPLICANTS and Initial Evaluation of Online Submission	Schools Division Office of Cagayan de Oro City – Receiving Section	May 27, 2024 to June 07, 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 June 07, 2024.**
5. Enclosed in this Memorandum are the following:
 1. Vacancy Announcements
 2. Submission and Receipt of Application documents



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6. 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.

7. 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.

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

ROY ANGELO E. GAZO
Schools Division Superintendent

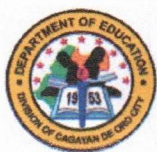
Encl.: None

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 1 non-teaching positions
May 27, 2024



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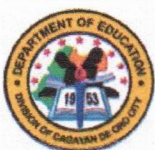
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REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 08 s. 2024

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-ADA6-660100-2014 2. OSEC-DECSB-ADA6-660106-2014 3. OSEC-DECSB-ADA6-660105-2014	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	
1) 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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REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 2 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 **June 7, 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, *if applicable*
 - E. Photocopy of scholastic / academic record such as **Transcript of Records (TOR)** and Diploma, including completion of graduate and post-graduate units / degrees, *if applicable*
 - F. **General Weighted Average (GWA)** Certificate
 - 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 an authorized official.
 - 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 (*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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