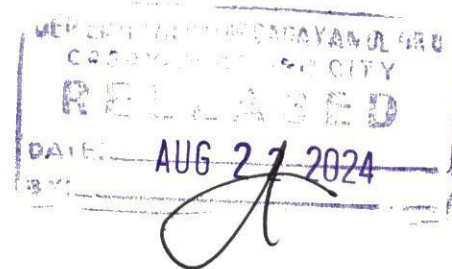




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 August 2024

DIVISION MEMORANDUM

No. 623 s.2024

**SCHEDULE OF FINAL EVALUATION AND INTERVIEW FOR
LEVEL I NON-TEACHING POSITIONS**

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. Pursuant to Division Memorandum No. 622 s. 2024, titled "Initial Evaluation Results (IER) for Teaching Position," dated August 22, 2024, the field is hereby informed of the scheduled **Final Evaluation and Interview** for the following Level II (Non-Teaching) position:

DATE	TIME	POSITION
August 29, 2024 (THURSDAY)	8:00 a.m. to 5:00 p.m.	Administrative Assistant II (Disbursing Officer II)
		Administrative Assistant III (Senior Bookkeeper)

2. Panel Interview will be conducted at the **CTD Office, 2nd Floor DepEd - Schools Division Office of Cagayan de Oro.**
3. **DepEd Order No. 7, s. 2023** (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) will be used as the basis for document evaluation and interview.
4. All applicants must wear appropriate attire during the interview.
5. This Office promotes Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



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



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

Office of the Schools Division Superintendent

6. 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.
7. This Office directs the immediate and wide dissemination of this Memorandum.


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 –schedule of final evaluation and interview for level i non-teaching positions
August 22, 2024



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