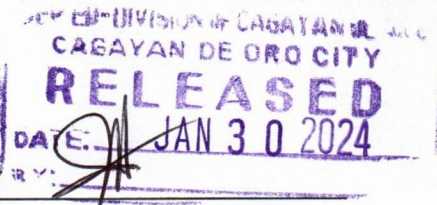




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

29 January 2024

DIVISION MEMORANDUM
No. 65 s.2024

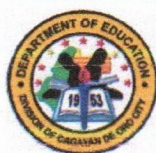
ANNOUNCEMENT OF VACANT LEVEL 1 NON-TEACHING POSITION

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/CDOVacancyAnnouncement01-2024** before **February 8, 2024**. Upon successful registration, a confirmation email containing the Application Code will be sent to the applicant's email address.
3. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	School Division of Cagayan de Oro City – Receiving Section	January 29, 2024, to February 8, 2024
Final Evaluation and Interview	School Division of Cagayan de Oro City – New Conference Room (Old LRMS Office)	February 19, 2024

4. NO additional documents shall be accepted after the set deadline.
5. Enclosed in this Memorandum are the following:
 1. Vacancy Announcements
 2. Submission and Receipt of Application documents
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.



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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

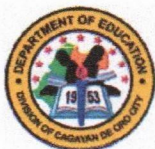
Encl.: N o n e

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
January 29, 2024



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Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 01 s. 2024

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

POSITION PROFILE	
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: 19,744.00
1) OSEC-DECSB-ADAS2-660127-2016 2) OSEC-DECSB-ADAS2-660048-2017 3) OSEC-DECSB-ADAS2-660021-2014 4) OSEC-DECSB-ADAS2-660022-2014 5) OSEC-DECSB-ADAS2-660032-2007 6) OSEC-DECSB-ADAS2-660214-2017 7) OSEC-DECSB-ADAS2-660215-2017 8) OSEC-DECSB-ADAS2-660216-2017 9) OSEC-DECSB-ADAS2-660217-2017 10) OSEC-DECSB-DO2-660009-2009	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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Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 01.a s. 2024

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

POSITION PROFILE

ADMINISTRATIVE ASSISTANT III
(Senior Bookkeeper)

Salary Grade: 9
Monthly Salary: Php 21,211

- 1) OSEC-DECSB-ADAS3-660051-2017
- 2) OSEC-DECSB-ADAS3-660078-2014
- 3) OSEC-DECSB-ADAS3-660165-2018
- 4) OSEC-DECSB-ADAS3-660169-2018
- 5) OSEC-DECSB-ADAS3-660171-2018
- 6) OSEC-DECSB-ADAS3-660172-2018
- 7) OSEC-DECSB-ADAS3-660006-2016
- 8) OSEC-DECSB-ADAS3-660029-2007
- 9) OSEC-DECSB-ADAS3-660073-2014
- 10) OSEC-DECSB-ADAS3-660217-2017

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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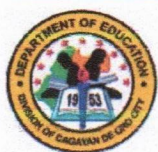
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Enclosure 2 for Division Memorandum No. ____ s. 2024

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 **February 8, 2024**. *Kindly include the position you are applying for.*
 - B.** Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - C.** Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - D.** Photocopy of valid and updated PRC license/ID, *if applicable*
 - E.** Photocopy of Certificate of Eligibility / Rating, *if applicable*
 - F.** 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*
 - 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:
 - 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*



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