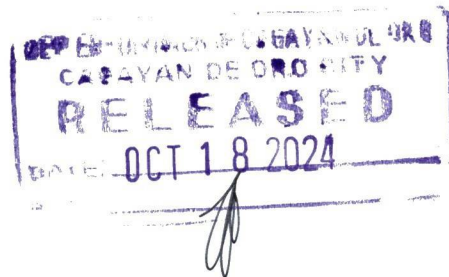




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 October 2024

DIVISION MEMORANDUM

No. 807 s.2024

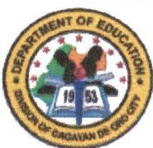
ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING POSITION

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

1. The field is hereby informed of the vacancy of level 2 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/CDOVacancyAnnouncement14-2024** before **October 28, 2024**. Upon successful registration, applicants will receive a confirmation email containing their Application Code.
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	October 19 to 28, 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 October 28, 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



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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

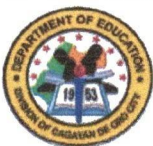
Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant level ii non-teaching positions
October 18, 2024



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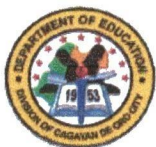
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Enclosure 1 for Division Memorandum No. 807 s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants must submit the required documents, properly tabbed and organized, in a clean, securely fastened, and unmarked long folder to the Receiving Section of DepEd – Schools Division Office of Cagayan de Oro City by **5:00 pm on October 28, 2024.**
- A. 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.
- B. Letter of Intent:** *Kindly include the position you are applying for.*
(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**
- F.** Photocopy of scholastic / academic record such as **Transcript of Records (TOR)** and Diploma, including completion of graduate and post-graduate units / degrees, and Certification (*if CAR not reflected in TOR*)
 - i.** Certification of **General Weighted Average (GWA)** for positions with no experience requirement
- G.** Photocopy of **Certificate/s of Training** acquired after the last promotion but within the last five (5) years.
- H.** Photocopy of **Certificate of Employment**, Contract of Service, or duly signed Service Record, whichever is/are applicable.
(*for internal applicants, there is no need to submit a Service Record and Certificate of Employment*)
- 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,
- K.** Other documents as may be required by the HRMPSB for comparative assessment reckoned from the date of the last issuance of appointment/promotion, (*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
 - iv.** Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (j) is not relevant to the position to be filled, *if applicable*



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Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 15 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 28,512.00
1) OSEC-DECSB-ADOF2-660006-2020 2) OSEC-DECSB-ADOF2-660002-2020 3) OSEC-DECSB-ADOF2-660004-2020 4) OSEC-DECSB-ADOF2-660024-2020	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
Trainings	None required
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)



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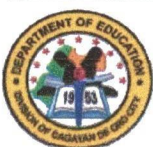
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VACANCY ANNOUNCEMENT
No. 15.a s. 2024

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION /UNIT:	OSDS – Secondary Schools

POSITION PROFILE	
REGISTRAR I	Salary Grade:11 Monthly Salary: Php 28,512.00
1. OSEC-DECSB-R1-660016-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
• Receives, updates, and maintains the records, reports, and documents of the school, its staff, and learners; • Manages and updates the Learner Information System (LIS); • Ensures an efficient process of registration and enrollment; • Facilitates the process of releasing records of the school, staff, and learners to the necessary institutions; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head	
QUALIFICATIONS STANDARD	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Professional) Second Level Eligibility



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VACANCY ANNOUNCEMENT
No. 15.b s. 2024

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	OSDS – Administrative Unit

POSITION PROFILE

ADMINISTRATIVE OFFICER IV	Salary Grade: 15 Monthly Salary: Php 38,413.00
1. OSEC-DECSB-ADOF4-660041-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the school's division office in managing the delivery of quality basic education and,

Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.

QUALIFICATIONS STANDARD

B. CSC Prescribed Qualifications

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

C. Preferred Qualifications

Education	
Trainings	40 hours of relevant training
Experience	4 years relevant experience
Eligibility	



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