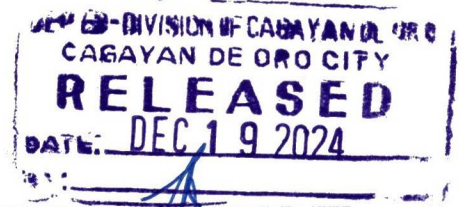




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 Dec 2024

DIVISION MEMORANDUM

No. 979 s.2024

ANNOUNCEMENT OF VACANT NON-TEACHING (GENERAL SERVICES) POSITIONS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. The field is hereby informed of the vacancy of Level I – Non Teaching (General Services) 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/CDOVacancyAnnouncement19-2024** before **January 3, 2025**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.

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	December 19, 2024, to January 3, 2025
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 will be accepted after 5:00 PM on **January 3, 2025**



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

Office of the Schools Division Superintendent

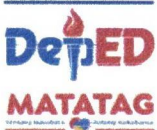
5. Enclosed in this Memorandum are the following:
1. Submission and Receipt of Application documents
 2. Vacancy Announcements
6. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.
7. In adherence to Equal Employment Opportunity Principle (EEOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

EVALUATION POSITIONS RECRUITMENT SELECTION

DM-009-OSDS-PERSONNEL-CAA / announcement of vacant non-teaching (general services) positions
December 18, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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

Office of the Schools Division Superintendent

Enclosure 1 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 folder and long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before **5:00 pm** of **January 3, 2025**. *Kindly include the position with the Plantilla Item No. you are applying for.*
 - A. Letter of Intent (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 but not limited to **Transcript of Records (TOR)** and Diploma, including completion of graduate and post-graduate units / degrees,
 - F. Photocopy of **Certificate/s of Training**,
 - G. Photocopy of **Relevant Experience**; Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - H. Photocopy of last approved **Appointment**
 - I. Photocopy of **Assignment/Designation Order**,
 - 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. 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**,



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

Office of the Schools Division Superintendent
Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 19 s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION/UNIT:	Division of Cagayan de Oro City/ Elementary or Secondary School

POSITION PROFILE

Position: ADMINISTRATIVE AIDE I (UTILITY WORKER I)	Salary Grade: 1 Monthly Salary: Php 13,530.00
Item No: 1) OSEC-DECSB-ADA1-660324-2004 2) OSEC-DECSB-ADA1-660331-2004	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Tasked in maintaining the cleanliness and orderly setting of offices and classrooms before and after office/class hours, properly dispose solid wastes, assist in the conduct of seminars/trainings held within the school premises, maintain cleanliness and sanitation of school toilets, and perform other related works.

QUALIFICATIONS

A) CSC Prescribed Qualifications

Education	Must be able to read and write
Experience	None Required
Trainings	None Required
Eligibility	None Required (MC 10, s. 2013-Category III)



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 19.a s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION /UNIT:	Division of Cagayan de Oro City/ Elementary or Secondary School

POSITION PROFILE	
Position: WATCHMAN I	Salary Grade: 2 Monthly Salary: Php 14,372.00
Item No: 1) OSEC-DECSB-WCHM 1-660067-1998 2) OSEC-DECSB-WCHM 1-660069-1998 3) OSEC-DECSB-WCHM 1-660076-1998	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
To provide maximum security to all persons and properties within the DepEd Buildings, Facilities, and its premises.

QUALIFICATIONS	
B) CSC Prescribed Qualifications	
Education	Elementary School Graduate
Experience	None Required
Trainings	None Required
Eligibility	None Required (MC 10, s. 2013-Category III)



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 19.c s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION /UNIT:	Division of Cagayan de Oro City/ Elementary or Secondary School

POSITION PROFILE

Position:
SECURITY GUARD I

Salary Grade: 3
Monthly Salary: Php 15,265.00

Item No:

- 1) **OSEC-DECSB-SECG1-660002-2002**
- 2) **OSEC-DECSB-SECG1-660241-1998**
- 3) **OSEC-DECSB-SECG1-660242-1998**
- 4) **OSEC-DECSB-SECG1-660245-1998**
- 5) **OSEC-DECSB-SECG1-660247-1998**
- 6) **OSEC-DECSB-SECG1-660252-1998**

Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

- Ensure the maintenance of peace and order within the DepEd premises.
- Watch, safeguard and protect the properties of the Department from theft, robbery, arson, pilferage, trespassing, vandalism, destruction, and other unlawful acts committed either any person
- Protect all DepEd officials, employees, visitors, and guests from assault, threat, harassment or intimidation and other criminal acts.
- Enforce and implement policies, rules and regulations of the Department aimed at attaining optimum security and
- Assist the Management in enforcing visitor and access control procedures, vehicle control procedures and parking rules and regulations in the designated parking areas.

QUALIFICATIONS

C) CSC Prescribed Qualifications

Education	High School Graduate
Experience	None Required
Trainings	None Required
Eligibility	Security Guard License (MC No. 10, s.2013-Category IV)



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 19.d s. 2024

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION /UNIT:	Division of Cagayan de Oro City/ Elementary or Secondary School

POSITION PROFILE

Position: ADMINISTRATIVE AIDE III (UTILITY WORKER II)	Salary Grade: 3 Monthly Salary: Php 15,265.00
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Item No: 1) OSEC-DECSB-ADA3-660153-2004 2) OSEC-DECSB-ADA3-660158-2004 3) OSEC-DECSB-ADA3-660161-2004 4) OSEC-DECSB-ADA3-660165-2004	Benefits: Refer to the Summary of Compensation and other Benefits
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JOB DESCRIPTION

- Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations.
- Perform general messengerial work, collect/segregate incoming and outgoing correspondence, documents, packages, office supplies and materials.
- Perform clerical tasks such as filling cards, sorting mail, maintaining simple records or maintaining small stock of office supplies.
- Maintain cleanliness of the office.

QUALIFICATIONS

D) CSC Prescribed Qualifications

Education	Must be able to read and write
Experience	None Required
Trainings	None Required
Eligibility	None Required (MC 10, s. 2013-Category III)



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 19.e s. 2024

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

POSITION PROFILE	
Position: ADMINISTRATIVE AIDE IV (DRIVER II)	Salary Grade: 4 Monthly Salary: Php 16,209.00
Item No: 1) OSEC-DECSB-ADA4-660139-2004 2) OSEC-DECSB-ADA4-660138-2004 3) OSEC-DECSB-ADA4-660137-2004 4) OSEC-DECSB-ADA4-660131-2004	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Provide transport service to the Schools Division Superintendent and deliver prompt and quality support service to the OSDS by assisting in the implementation of administrative systems, procedures and projects in order for the Director to perform his/her duties efficiently.	
QUALIFICATIONS	
E) CSC Prescribed Qualifications	
Education	Elementary School Graduate
Experience	None Required
Trainings	None Required
Eligibility	Professional Driver's License (MC No. 10, s.2013-Category IV)