



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



Office of the Schools Division Superintendent

03 Jan 2024

DIVISION MEMORANDUM

No. 03 s.2024

ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING POSITION

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

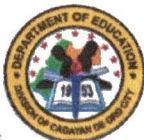
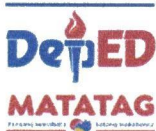
1. The field is hereby informed of the vacancy of Level II – Non Teaching (**Administrative Officer III**) position anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement01-2025** before **January 13, 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	January 3 to 13, 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 13, 2025**



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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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:

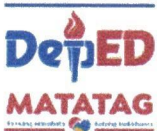
EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-011-OSDS-PERSONNEL-CAA / announcement of vacant level II non-teaching position
January 03, 2025



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Enclosure 1 for Division Memorandum No. 03 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 13, 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.
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
 - 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)
 - 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**.



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Enclosure 2 for Division Memorandum No. 03 s. 2025

VACANCY ANNOUNCEMENT
No. 01 s. 2025

DIVISION:	Schools Division of Cagayan de Oro City
DIVISION /UNIT:	Division of Cagayan de Oro City – Personnel Section

POSITION PROFILE

Position: ADMINISTRATIVE OFFICER III	Salary Grade: 14 Monthly Salary: Php 35,434.00
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Item No: 1) OSEC-DECSB-ADOF3-660022-2004	Benefits: Refer to the Summary of Compensation and other Benefits
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JOB DESCRIPTION

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)

QUALIFICATIONS

A) CSC Prescribed Qualifications

Education	Bachelor's degree relevant to the job
Experience	1-year relevant experience
Trainings	4 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility