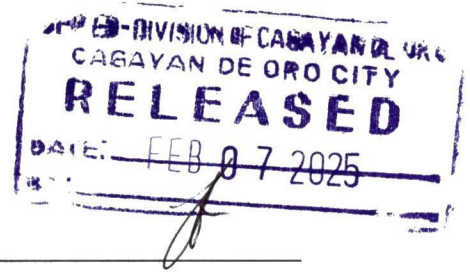




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

07 Feb 2025

DIVISION MEMORANDUM

No. 124 s.2025

ANNOUNCEMENT OF VACANT LEVEL I NON-TEACHING 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 school administrator 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/CDOVacancyAnnouncement05-2025** before **February 18, 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	Division Office of Cagayan de Oro City – Receiving Section	February 07, 2025 to February 18, 2025
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Evaluation and Interview	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. NO additional documents shall be accepted after **February 18, 2025**.

5. Enclosed in this Memorandum are the following:

1. Submission and Receipt of Application documents
2. Vacancy Announcements



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

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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.
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
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

DM-028-OSDS-PERSONNEL-CAA / announcement of vacant level I non-teaching positions
February 07, 2025



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. 2025

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder secured inside a long brown envelope to the Receiving Section of DepED Cagayan de Oro City not later than **5:00 PM** on **February 18, 2025**. *Kindly include the position with the corresponding office/unit 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** and **Assignment/Designation Order**,
 - I. 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,
 - J. 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).
 - K. 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**.



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. 2025

VACANCY ANNOUNCEMENT
No. 06 s. 2025

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

POSITION PROFILE

ADMINISTRATIVE ASSISTANT II
(Disbursing Officer II)

Salary Grade: 8
Monthly Salary: 21,448.00

- 1) OSEC-DECSB-ADAS2-660102-2016
- 2) OSEC-DECSB-ADAS2-660099-2016
- 3) OSEC-DECSB-ADAS2-660049-2018
- 4) OSEC-DECSB-ADAS2-660213-2017

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



Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 06.a s. 2024

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

POSITION PROFILE

ADMINISTRATIVE ASSISTANT III
(Senior Bookkeeper)

Salary Grade: 9
Monthly Salary: Php 23,226.00

- 1) OSEC-DECSB-ADAS3-660079-2014
- 2) OSEC-DECSB-ADAS3-660170-2018

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