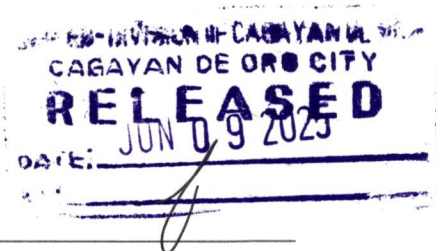




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

04 Jun 2025

DIVISION MEMORANDUM

No. 442 s.2025

ANNOUNCEMENT OF VACANT LEVEL II 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/CDOVacancyAnnouncement06-2025** before **June 19, 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	June 09 to 19, 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 **June 19, 2025**.

5. Enclosed in this Memorandum are the following:
1. Submission and Receipt of Application documents
2. Vacancy Announcements



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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	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

DM-036-OSDS-PERSONNEL-CAA / announcement of vacant level ii non teaching positions
June 04, 2025



Republic of the Philippines
Department of Education
REGION X
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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 **June 19, 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,
 - ei. Photocopy of Certificate of GPA or General Weighted Average (GWA).
 - 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. 08 s. 2025

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

POSITION PROFILE	
ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: Php 30,024.00
1. ADOF2-660351-2025 2. ADOF2-660352-2025 3. ADOF2-660353-2025 4. ADOF2-660354-2025 5. ADOF2-660355-2025 6. ADOF2-660356-2025 7. ADOF2-660357-2025 8. ADOF2-660358-2025 9. ADOF2-660359-2025 10. ADOF2-660360-2025 11. ADOF2-660361-2025 12. ADOF2-660362-2025 13. ADOF2-660363-2025 14. ADOF2-660364-2025 15. ADOF2-660365-2025 16. ADOF2-660366-2025 17. ADOF2-660367-2025 18. ADOF2-660368-2025 19. ADOF2-660369-2025 20. ADOF2-660370-2025 21. ADOF2-660371-2025 22. ADOF2-660372-2025 23. ADOF2-660373-2025 24. ADOF2-660374-2025 25. ADOF2-660375-2025 26. ADOF2-660376-2025 27. ADOF2-660377-2025 28. ADOF2-660378-2025 29. ADOF2-660379-2025 30. ADOF2-660380-2025 31. ADOF2-660381-2025 32. ADOF2-660382-2025	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)



Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 08.a s. 2025

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 40,208.00

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

A. CSC Prescribed Qualifications

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

B. Preferred Qualifications

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