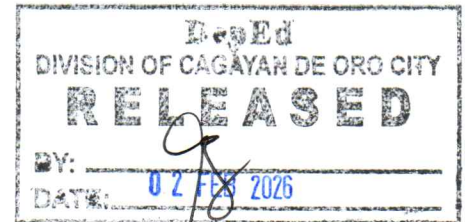




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jan 2026

DIVISION MEMORANDUM
No. 94 s.2026

ANNOUNCEMENT OF VACANT LEVEL 1 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 level 1 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/CDOVacancyAnnouncement02-2026 before **February 12, 2026**. 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	Division Office of Cagayan de Oro City – Receiving Section	February 02 to 12, 2026
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Deliberation and Interview	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. All interested applicants shall submit **one (1) set** of documents for every position they are applying for. **Only photocopies** of documents shall be submitted.



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

Office of the Schools Division Superintendent

5. Applicants who failed to submit complete mandatory documents (**Enclosure No.1, Items A to J**) on the set deadline in the official memorandum shall not be included in the pool of official applicants.
6. NO additional documents shall be accepted after **February 12, 2026**. All submitted application documents shall not be returned.
7. Applicants assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item J) duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification and shall cause the filing of administrative or criminal case against the person concerned.
8. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
9. 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.
10. 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.
11. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT EMPLOYMENT EVALUATION POSITIONS
PROMOTIONS RECRUITMENT SELECTION

DM-076-OSDS-PERSONNEL-CAA / announcement of vacant level 1 non-teaching positions
January 30, 2026



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@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 7



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. 94 s. 2026

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING**, fastened in a clean, unmarked folder to the Receiving Section of DepED Cagayan de Oro City on or before **February 12, 2026**, not later than **5:00 PM**. *Kindly indicate in your letter of intent the position applied for and the corresponding office/unit.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2025) 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. 94 s. 2026

VACANCY ANNOUNCEMENT
No. 02 s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION / UNIT:	Division Office

POSITION PROFILE	
Position: STATISTICIAN AIDE	Salary Grade: 04 Monthly Salary: Php 17,506.00
Item No: 1. OSEC-DECSB-STATA-660012-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
- Collects and compiles information and figures for reports and records; - Assists in the tabulation and review of statistical reports; - Prepares stencils for the reproduction of forms and other statistical materials; - Performs other duties which may be assigned from time to time.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Experience	None Required
Eligibility	Career Service (Sub Professional) First Level Eligibility
Trainings	None Required



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 02.a s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	OSDS – SDO Cagayan de Oro City

POSITION PROFILE	
Position: ADMINISTRATIVE AIDE VI (Clerk III)	Salary Grade: 06 Monthly Salary: Php 19,716.00
Item No: 1. OSEC-DECSB-ADA6-660099-2014 2. OSEC-DECSB-ADA6-660102-2014 3. OSEC-DECSB-ADA6-660103-2014 4. OSEC-DECSB-ADA6-660104-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
▪ To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use, and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the school's division office management and staff. ▪ To provide clerical and secretariat support to AO-V and administrative services function. ▪ To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS). ▪ To provide assistance to the AO IV, in the provision of personnel administration services to the management and personnel of the Schools Division.

QUALIFICATIONS	
B. CSC Prescribed Qualifications	
Education	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Experience	None Required
Eligibility	Career Service (Sub Professional) First Level Eligibility
Trainings	None Required



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 02.b s. 2026

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

POSITION PROFILE

Position:
ADMINISTRATIVE ASSISTANT II
(Disbursing Officer)

Salary Grade: 08
Monthly Salary: Php 22,423.00

Item No:

1. OSEC-DECSB-DO2-660010-2009
2. OSEC-DECSB-ADAS2-660010-2007
3. OSEC-DECSB-ADAS2-660023-2014
4. OSEC-DECSB-ADAS2-660031-2004
5. OSEC-DECSB-ADAS2-660033-2011
6. OSEC-DECSB-ADAS2-660040-2017
7. OSEC-DECSB-ADAS2-660047-2017
8. OSEC-DECSB-ADAS2-660048-2017
9. OSEC-DECSB-ADAS2-660107-2016
10. OSEC-DECSB-ADAS2-660108-2016
11. OSEC-DECSB-ADAS2-660110-2016
12. OSEC-DECSB-ADAS2-660120-2016
13. OSEC-DECSB-ADAS2-660126-2016
14. OSEC-DECSB-ADAS2-660129-2016
15. OSEC-DECSB-ADAS2-660132-2016

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

C. CSC Prescribed Qualifications

Education	Completion of 2 years in college (prior to 2018) OR Completion of Grade 12 / Senior High School (Starting 2016)
Experience	1 year of relevant experience
Eligibility	Career Service (Sub Professional) First Level Eligibility
Trainings	4 hours of relevant training



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 02.c s. 2026

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

POSITION PROFILE

Position:
ADMINISTRATIVE ASSISTANT III
(Senior Bookkeeper)

Salary Grade: 09
 Monthly Salary: Php 24,329.00

Item No:
 1. OSEC-DECSB-ADAS3-660027-2007
 2. OSEC-DECSB-ADAS3-660041-2004
 3. OSEC-DECSB-ADAS3-660043-2017
 4. OSEC-DECSB-ADAS3-660044-2017
 5. OSEC-DECSB-ADAS3-660051-2017
 6. OSEC-DECSB-ADAS3-660077-2014
 7. OSEC-DECSB-ADAS3-660166-2018
 8. OSEC-DECSB-ADAS3-660171-2018
 9. OSEC-DECSB-ADAS3-660172-2018

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 2 years in college (prior to 2018) OR Completion of Grade 12 / Senior High School (Starting 2016)
Experience	1 year of relevant experience
Eligibility	Career Service (Sub Professional) First Level Eligibility
Trainings	4 hours of relevant training

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
Experience	1 year relevant experience in accounting activities/task
Eligibility	
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.