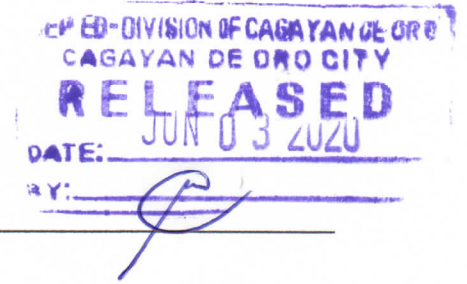




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

June 1, 2020

DIVISION MEMORANDUM

No. 267 s. 2020

ANNOUNCEMENT AND POSTING OF VACANCIES

To : Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board (HRMPSB)
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Other Concerned
This Division

1. The field is hereby informed of the vacancies of Level I and Level II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of June 26, 2020. "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. DepED ORDER No. 66, s. 2007 will be used as basis for document evaluation and interview.
4. This Office promotes the *Equal Employment Opportunity Principle* (EEO). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. Final Evaluation and Interview of applicants by the HRMPSB will be announced in a separate memorandum.
6. Please be guided accordingly.


CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Curriculum Implementation Division

POSITION PROFILE	
Position: Chief Education Supervisor	Salary Grade:24 Annual Salary:
Item No: CES-660057-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
To strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources. To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management.

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's Degree or Certificate in Leadership and Management from CSC
Experience	4 years of supervisory/management experience
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
B. Preferred Qualifications	
Education	Master's degree in Education or other relevant Master's degree
Experience	Experience in public school system
Eligibility	
Trainings	

APPLICATION PROCEDURE

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- Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
- Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>
- Curriculum Vitae
- One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
- Photocopy of the latest Transcript of Records
- Photocopy of the 3 Performance ratings for the last 3 rating periods
- Certificates of relevant trainings and seminars attended
- Certificates of outstanding accomplishments
- Certificate of Employment
- Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Bring all original documents for verification purposes;

3. Shortlist of Qualified Applicants shall be posted on June 29, 2020

4. Schedule for Examination and interview shall be announced.



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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Curriculum Implementation Division

POSITION PROFILE	
Position: Education Program Supervisor (Music, Arts, Physical Education, and Health)	Salary Grade: 22 Annual Salary: 802,404.00
Item No: EPSVR-660083-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality and to provide technical assistance to the schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Masters degree in education or other relevant degree Masters degree with specific area of specialization
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher
Eligibility	R.A.1080 (Teacher)
Trainings	8 hours training in management and supervision
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Administrative Unit

POSITION PROFILE	
Position: Administrative Officer V (Administrative Services)	Salary Grade: 18 Annual Salary: 505,908.00
Item No: ADOFS-660013-2004	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
To supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office and learning centers provide accessible and quality basic education.

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	8 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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- c. Curriculum Vitae
- d. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Schools Governance and Operations Division

POSITION PROFILE	
Position: Dentist II	Salary Grade:17 Annual Salary: 461,868.00
Item No:DENT2-660035-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Doctor of Dental Medicine or Dental Surgery
Experience	1 year of relevant experience
Eligibility	R.A.1080 (Dentist)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-School Governance and Operations Division

POSITION PROFILE	
Position: Education Program Specialist II	Salary Grade:16 Annual Salary: 421,272.00
Item No:EPS2-660098-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DISCRPTION
 To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education and to assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Education or its equivalent
Experience	1 year of relevant experience
Eligibility	R.A.1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Bachelor's degree relevant to the job
Experience	<ul style="list-style-type: none"> 2 years experience in education research, development, implementation or other relevant experience Excellent computer skills (Microsoft Office, and Google Suite products); conducting in-depth web research on various topics
Eligibility	
Trainings	

APPLICATION PROCEDURE

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 - c. Curriculum Vitae
 - d. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- Admin Unit/Accounting Unit

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 225,408.00
Item No: ADAS3-660039-2004 ADAS3-660049-2017 ADAS3-660175-2018 ADAS3-660038-2004	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 studies in college or high school graduate relevant vocational/trade course
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	Career Service Sub-Prof (First Level Eligibility)
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Administrative Unit/Accounting Unit

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660031-2004	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	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet.
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS- Senior High School

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 210,060.00
Item No: ADAS2-660105-2016 ADAS2-660109-2016 ADAS2-660114-2016 ADAS2-660115-2016 ADAS2-660118-2016 ADAS2-660119-2016	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	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet.
Experience	
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Trainings	

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Finance -(Budget Unit)

POSITION PROFILE	
Position: Administrative Assistant I	Salary Grade:7 Annual Salary: 197,496.00
Item No: ADAS1-660039-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To provide general and routine clerical support to the budget officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course
Experience	No required experience
Eligibility	Career Service Sub- Professional (First Level Eligibility)
Trainings	No required training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Administrative Unit (Property)

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 186,288.00
Item No: ADA6-660102-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub- Professional (First Level Eligibility)
Trainings	4 hours relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

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Republic of the Philippines
 Department of Education
 REGION X

DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Administrative Unit-Personnel

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 186,288.00
Item No: ADA6-660099-2014 ADA6-660100-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub- Professional (First Level Eligibility)
Trainings	4 hours relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Experience	
Eligibility	
Trainings	

APPLICATION PROCEDURE

1. Submit the following documentary requirements in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before **5:00 pm of June 26, 2020**. Kindly include the position with the corresponding office/unit you are applying for.
 - a. Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>
 - c. Curriculum Vitae
 - d. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
 - e. Photocopy of the latest Transcript of Records
 - f. Photocopy of the 3 Performance ratings for the last 3 rating periods
 - g. Certificates of relevant trainings and seminars attended
 - h. Certificates of outstanding accomplishments
 - i. Certificate of Employment
 - j. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
2. Applicants are expected to:
 - Bring all original documents for verification purposes;
3. Shortlist of Qualified Applicants shall be posted on June 29, 2020
4. Schedule for Examination and interview shall be announced.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
 Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OSDS-Administrative Unit-(Records)

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 186,288.00
Item No:ADA6-660101-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRPTION	
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 schools division office management and staff .	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub- Professional (First Level Eligibility)
Trainings	4 hours relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
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APPLICATION PROCEDURE

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REGION X
DIVISION OF CAGAYAN DE ORO CITY

June 1, 2020

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	OQSDS-Administrative Unit-(Cash Section)

POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 186,288.00
Item No: ADA6-660104-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DISCRIPTION	
To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours relevant training
B. Preferred Qualifications	
Education	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
Experience	
Eligibility	
Trainings	

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