



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

June 24, 2020

DIVISION MEMORANDUM
No. 297 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 II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of July 21, 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* (EEOP). 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 24, 2020

VACANCY ANNOUNCEMENT

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

POSITION PROFILE

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|--|---|
| Position: Public Schools District Supervisor | Salary Grade:22 Annual Salary: 802,404.00 |
| Item No:PSDS-660126-1998 | Benefits: Refer to the Summary of Compensation and other Benefits |

JOB DESCRIPTION

To provide schools and learning centers in a district with relevant and timely service through

1. the conduct of instructional supervision
2. provision of technical assistance in school management and curriculum implementation
3. establishing a conducive physical environment for learners and school workers
4. sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

QUALIFICATIONS

A. CSC Prescribed Qualifications

| | |
|-------------|--|
| Education | Master's Degree in Education or other relevant Master's Degree |
| Experience | 5 years cumulative experience in instructional supervision and school's management |
| Eligibility | R.A.1080 (Teacher) |
| Trainings | 16 hours of relevant training |

B. Preferred Qualifications

| | |
|-------------|--|
| Education | |
| 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 July 21, 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 July 23, 2020
4. Schedule for Examination and interview shall be announced.



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June 24, 2020

VACANCY ANNOUNCEMENT

| | |
|-----------------------|---------------------------|
| DIVISION: | DepED Cagayan de Oro City |
| DIVISION/UNIT: | ELEMENTARY SCHOOL |

| POSITION PROFILE | |
|-------------------------|---|
| Position: PRINCIPAL I | Salary Grade:19 Annual Salary: 561,492.00 |
| Item No:SP1-660589-2010 | Benefits: Refer to the Summary of Compensation and other Benefits |

| JOB DISCRPTION | |
|--|--|
| Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes | |

| QUALIFICATIONS | |
|----------------------------------|--|
| A. CSC Prescribed Qualifications | |
| Education | Bachelor in Elementary Education or Bachelor's degree with 18 professional education units |
| Experience | HT for 1yr or Teacher in charge for 2 yrs or MT for 2 yrs; or Teacher for 5 yrs |
| Eligibility | R.A.1080 (Teacher) |
| Trainings | 40 hours of relevant training |
| B. Preferred Qualifications | |
| Education | MA Graduate with at least 18 units Leadership and Management Subject |
| Experience | At least 5 years of teaching experience (inclusive of 2 yrs as Teacher in charge or Officer in charge) |
| Eligibility | LET/PBET/NQUESH |
| Trainings | NEAP, Leadership, Management/SBM Trainings |

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VACANCY ANNOUNCEMENT

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

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|---------------------------|---|
| POSITION PROFILE | |
| Position: Dentist II | Salary Grade:17 Annual Salary: 461,568.00 |
| Item No:DENT2-660035-1998 | Benefits: Refer to the Summary of Compensation and other Benefits |

JOB DISCRPTION
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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 - 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
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 - 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
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3. Shortlist of Qualified Applicants shall be posted on July 24, 2020
4. Schedule for Examination and interview shall be announced.



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VACANCY ANNOUNCEMENT

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|-----------------------|---|
| DIVISION: | DepED Cagayan de Oro City |
| DIVISION/UNIT: | OSDS- Senior High School (Besigan, CAdayonan, Dunggoan, Magayad, and Iba) |

| POSITION PROFILE | |
|--|---|
| Position: Nurse II | Salary Grade: 15 Annual Salary: 384,636.00 |
| Item No: NURS2-660023-2016 | Benefits: Refer to the Summary of Compensation and other Benefits |
| JOB DISCRPTION | |
| Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO. | |
| QUALIFICATIONS | |
| A. CSC Prescribed Qualifications | |
| Education | Bachelor of Science in Nursing |
| Experience | 1 year relevant experience |
| Eligibility | RA 1080 (NURSE) |
| Trainings | 4 hours of relevant training |
| B. Preferred Qualifications | |
| Education | |
| Experience | |
| Eligibility | |
| Trainings | |

APPLICATION PROCEDURE

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 - Curriculum Vitae
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 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - Certificate of Employment
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- Applicants are expected to:
 - Bring all original documents for verification purposes;
- Shortlist of Qualified Applicants shall be posted on July 23, 2020
- Schedule for Examination and interview shall be announced.



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June 24, 2020

VACANCY ANNOUNCEMENT

| | |
|-----------------------|---------------------------|
| DIVISION: | DepED Cagayan de Oro City |
| DIVISION/UNIT: | OSDS- Payroll Section |

| POSITION PROFILE | |
|---|---|
| Position: Administrative Officer II | Salary Grade: 11 Annual Salary: 287,792.00 |
| Item No: ADOF2-660012-2019 | Benefits: Refer to the Summary of Compensation and other Benefits |
| JOB DISCRPTION | |
| <ul style="list-style-type: none"> Handle special payroll services; In collaboration with the administrative officer IV (HRMO II) Monitor and prepare report on filled and unfilled teaching and non-teaching items. | |
| QUALIFICATIONS | |
| A. CSC Prescribed Qualifications | |
| Education | Bachelor's degree relevant to the job |
| Experience | None required |
| Eligibility | Career Service Professional (2 nd Level) |
| Trainings | None required |
| B. Preferred Qualifications | |
| Education | |
| Experience | |
| Eligibility | |
| Trainings | |

APPLICATION PROCEDURE

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 - Curriculum Vitae
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 - Certificates of outstanding accomplishments
 - Certificate of Employment
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
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- Shortlist of Qualified Applicants shall be posted on July 26, 2020
- Schedule for Examination and interview shall be announced



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June 24, 2020

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| | |
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| DIVISION: | DepED Cagayan de Oro City |
| DIVISION/UNIT: | OSDS- SGOD |

POSITION PROFILE

| | |
|--|---|
| Position: Project Development Officer I (Youth Formation Coordinator) | Salary Grade: 11 Annual Salary: 267,792.00 |
| Item No: PDO1-660025-2016 | Benefits: Refer to the Summary of Compensation and other Benefits |

JOB DESCRIPTION

Perform technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

QUALIFICATIONS

A. CSC Prescribed Qualifications

| | |
|-------------|---|
| Education | Bachelor's degree relevant to the job |
| Experience | None required |
| Eligibility | Career Service Professional (2 nd Level) |
| Trainings | None required |

B. Preferred Qualifications

| | |
|-------------|--|
| Education | |
| Experience | |
| Eligibility | |
| Trainings | |

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