



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



Office of the Schools Division Superintendent

July 12, 2022

DIVISION MEMORANDUM

No. 279, s. 2022

ANNOUNCEMENT OF VACANT NON-TEACHING POSITIONS

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

- The following are the schools with their respective vacant non-teaching positions and corresponding item numbers.

NO.	SCHOOL	POSITION	ITEM NUMBER
1	Agusan National High School	ADAS-III	OSEC-DECSB-ADAS3-660041-2004
2	Angeles Sisters National High School	ADAS-II	OSEC-DECSB-ADAS2-660009-2007
3	Cagayan de Oro National High School	ADAS-II	OSEC-DECSB-ADAS2-660010-2007
4	Indahag National High School	ADAS-III	OSEC-DECSB-ADAS3-660032-2011
5	Iponan National High School	ADAS-III	OSEC-DECSB-ADAS3-660033-2011
		ADAS-II	OSEC-DECSB-ADAS2-660034-2011
6	Tagpangi National High School	ADAS-III	OSEC-DECSB-ADAS3-660220-2017
7	Puerto National High School	ADAS-II	OSEC-DECSB-ADAS2-660021-2014

- Concerned School Heads are to designate a School Personnel Officer who will be responsible for posting the vacancies at three (3) conspicuous places within and outside the school premises from **July 13 to August 02, 2022**. After which, he/she shall accept letters of intent with supporting documents from interested applicants.
- Interested applicants may submit their letter of intent to the concerned school heads.
- Deadline for the submission of documents shall be on or before 5 o'clock of **August 03, 2022** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE".



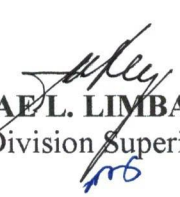

Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
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5. The designated School Personnel Officer will then conduct a preliminary evaluation of applicant documents from **August 04 - 05, 2022** which shall generate a School Selection Line-up to be certified by the School Principal.
6. Posting of School Selection Line-up will be on **August 08, 2022**.
7. Evaluation of documents and interview at the school by the School Ranking Committee will be on **August 24, 2022**.
8. **DepEd Order No. 66, s. 2007** shall be used as basis for document evaluation and interview.
9. On **August 26, 2022**, the concerned School Heads are directed to submit the following documents to the Division Office:
 - a. Selection Line-up
 - b. Certification of Posting of Selection Line-up
 - c. Rank List
 - d. Minutes of Ranking
10. Review of the School Rank list by the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Division Office will be announced in a separate memorandum.
11. 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.
12. Please be guided accordingly.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent 



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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	PUERTO NHS, IPONAN NHS, ANGELES SISTERS NHS, CDO NHS

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Monthly Salary: 18,998.00
Item No: OSEC-DECSB-ADAS2-660021-2014 OSEC-DECSB-ADAS2-660034-2011 OSEC-DECSB-ADAS2-660009-2007 OSEC-DECSB-ADAS2-660010-2007	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

1. Submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **AUGUST 03, 2022**. Kindly include the position with the corresponding office/unit you are applying for.

- A. Letter of Intent (addressed to **concerned school heads where the vacancy exist**)
- 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. Photocopy of Authenticated Certificate of Eligibility/rating/license.
- D. Photocopy of Authenticated Performance ratings in the last three (3) rating periods (if applicable)
- E. Photocopy of Authenticated Copy of Certificate of relevant experience/employment (Assignment/Designation Order).
- F. Photocopy of Certificate of outstanding accomplishments:
 - f.a.) Outstanding Employee Award
 - f.b.) Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - f.c.) Research and Development Projects
 - f.d.) Publication/Authorship (certification and article)
 - f.e.) Consultant Resource Speaker in Trainings and Seminars
- G. Photocopy Authenticated Copy of Transcript of Records.
- H. Photocopy of Certificate of relevant trainings and seminars attended.
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Refer to **DepEd Order No. 66, S. 2007** entitled "**The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions**".
- Bring all original documents for verification purposes
- NO additional documents shall be submitted after deadline of submission.



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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	AGUSAN NHS, INDAHAG NHS, IPONAN NHS, TAGPANGI NHS,

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9 Monthly Salary: 20,402.00
Item No: OSEC-DECSB-ADAS3-660041-2004 OSEC-DECSB-ADAS3-660032-2011 OSEC-DECSB-ADAS3-660033-2011 OSEC-DECSB-ADAS3-660220-2017	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.

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