



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. 201 s. 2022

ANNOUNCEMENT AND POSTING OF VACANCY

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 vacant **Level I** position.
2. 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".
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-REYES
Schools Division Superintendent 



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



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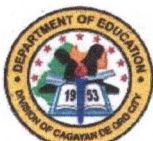
VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	DIVISION OFFICE, ELEMENTARY

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: 8 Monthly Salary: 18,998
Item No: OSEC-DECSB-ADAS2-660105-2016 ; OSEC-DECSB-ADAS2-660046-2017 OSEC-DECSB-ADAS2-660101-2016 ; OSEC-DECSB-ADAS2-660115-2016 OSEC-DECSB-ADAS2-660042-2017 ; OSEC-DECSB-ADAS2-660043-2017 OSEC-DECSB-ADAS2-660044-2017 ; OSEC-DECSB-ADAS2-660130-2016	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	
Eligibility	
Trainings	

APPLICATION PROCEDURE

- 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.
 - Letter of Intent (addressed to **DR. CHERRY MAE L. LIMBACO-REYES**, 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>
 - Photocopy of Authenticated Certificate of Eligibility/rating/license.
 - Photocopy of Authenticated Performance ratings in the last three (3) rating periods (if applicable)
 - Photocopy of Authenticated Copy of Certificate of relevant experience/employment (Assignment/Designation Order).
 - Photocopy of Certificate of outstanding accomplishments:
 - Outstanding Employee Award
 - Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - Research and Development Projects
 - Publication/Authorship (certification and article)
 - Consultant Resource Speaker in Trainings and Seminars
 - Photocopy Authenticated Copy of Transcript of Records.
 - Photocopy of Certificate of relevant trainings and seminars attended.
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- 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.
- Shortlist of Qualified Applicants shall be posted on **August 08, 2022**.
- Schedule for Examination and Interview will be announced in a separate memorandum.





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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	DIVISION OFFICE , ELEMENTARY

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9 Monthly Salary: 20,340.00
Item No: OSEC-DECSB-ADAS3-660039-2004 OSEC-DECSB-ADAS3-660047-2017 OSEC-DECSB-ADAS3-660175-2018	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 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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- B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
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- 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.

3. Shortlist of Qualified Applicants shall be posted on **August 08, 2022**.

