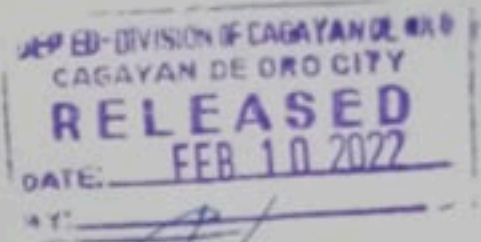




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent


February 04, 2022

DIVISION MEMORANDUM  
No. 45 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 **March 02, 2022**. "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.

  
**ALICIA E. ANGHAY, PhD.**

Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent







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

February 04, 2022

## VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office


POSITION PROFILE	
Position: Administrative Aide VI	Salary Grade: 6 Annual Salary: 202,524.00
Item No: OSEC-DECSB-ADA6-660103-2014 OSEC-DECSB-ADA6-660100-2014 OSEC-DECSB-ADA6-660106-2014 OSEC-DECSB-ADA6-660104-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To provide clerical and secretariat support and administrative service function.	
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	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>
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 March 02, 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?filecategory/551-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.
  - 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
    - Consultant Resource Speaker in Trainings and Seminars/Workshop and Symposia
  - Photocopy Authenticated Copy of latest Transcript of Records.
  - Photocopy of Certificate of relevant trainings and seminars attended.
  - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Shortlist of Qualified Applicants shall be posted on **March 07, 2022**.
- Schedule for Examination and Interview will be announced in a separate memorandum.





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

February 04, 2022

## VACANCY ANNOUNCEMENT

<b>DIVISION:</b>	DepED Cagayan de Oro City
<b>DIVISION/UNIT:</b>	Division Office, West City CS

### POSITION PROFILE

Position: Administrative Assistant II	Salary Grade: 8 Annual Salary: 227,976.00
Item No: OSEC-DECSB-ADAS2-660046-2014 OSEC-DECSB-ADAS2-660049-2018 OSEC-DECSB-ADAS2-660039-2017	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 March 02, 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.psa.ph/2014-02-21-05-29-23/pdfs/psa-categories/M2-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.
  - 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
    - Consultant Resource Speaker in Trainings and Seminars/Workshop and Symposia
  - Photocopy Authenticated Copy of latest Transcript of Records.
  - Photocopy of Certificate of relevant trainings and seminars attended.
  - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Shortlist of Qualified Applicants shall be posted on **March 07, 2022**.
- Schedule for Examination and Interview will be announced in a separate memorandum.





## VACANCY ANNOUNCEMENT

<b>DIVISION:</b>	DepED Cagayan de Oro City
<b>DIVISION/UNIT:</b>	SOUTH CITY CS

<b>POSITION PROFILE</b>	
Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: 244,080.00
Item No: OSEC-DECSB-ADAS3-660046-2017	Benefits: Refer to the Summary of Compensation and other Benefits
<b>JOB DESCRIPTION</b>	
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.	
<b>QUALIFICATIONS</b>	
<b>A. CSC Prescribed Qualifications</b>	
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>B. Preferred Qualifications</b>	
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

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 March 02, 2022**. Kindly include the position with the corresponding office/unit you are applying for.
  - A. Letter of Intent (addressed to **DR. CHERRY MAE L. LIMBACO-REYES**, 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/2014/02/21-06-28-21-job-files/category/212-personal-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.
  - 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
    - f.e.) Consultant Resource Speaker in Trainings and Seminars/Workshop and Symposia
  - G. Photocopy Authenticated Copy of latest 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. Shortlist of Qualified Applicants shall be posted on **March 07, 2022**
3. Schedule for Examination and Interview will be announced in a separate memorandum.

