



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



Office of the Schools Division Superintendent

27 October 2023

DIVISION MEMORANDUM

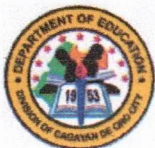
No. 571 s.2023

ANNOUNCEMENT OF VACANT NON-TEACHING POSITION

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
All Elementary and Secondary Public School Heads and Principals  
CID and SGOD Personnel  
All Others Concerned

1. The field is hereby informed of the vacancy of Non-Teaching position anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **November 09, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement7-2023** before November 09, 2023. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
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. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.
6. Immediate and wide dissemination of this memorandum is directed.

  
**ROY ANGELO E. GAZO**  
Schools Division Superintendent



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## VACANCY ANNOUNCEMENT

No. 20 s. 2023

<b>DIVISION:</b>	Schools Division Office of Cagayan de Oro City
<b>DIVISION/UNIT:</b>	OSDS – Administrative Unit – Supply and Property Section
<b>POSITION PROFILE</b>	
<b>ADMINISTRATIVE OFFICER IV (Supply Officer II)</b>	Salary Grade: 15 Monthly Salary: Php 36,619.00
1. OSEC-DECSB-ADOF4-660041-2014	Benefits: Refer to the Summary of Compensation and other Benefits
<b>JOB DESCRIPTION</b>	
<p>To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the school's division office in managing the delivery of quality basic education and,</p> <p>Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.</p>	
<b>QUALIFICATIONS</b>	
<b>A. CSC Prescribed Qualifications</b>	
Education	Bachelor's Degree <b>relevant</b> to the job /
Trainings	4 hours of <b>relevant</b> training
Experience	1 year <b>relevant</b> experience
Eligibility	Career Service (Professional) Second Level Eligibility
<b>B. Preferred Qualifications</b>	
Education	Bachelor's Degree <b>relevant</b> to the job
Trainings	<b>40 hours</b> of <b>relevant</b> training
Experience	<b>4 years</b> <b>relevant</b> experience /
Eligibility	Career Service (Professional) Second Level Eligibility



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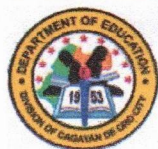
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## VACANCY ANNOUNCEMENT

No. 21 s. 2023

<b>DIVISION:</b>	Schools Division Office of Cagayan de Oro City
<b>DIVISION/UNIT:</b>	OSDS – Administrative Unit – Cash Section
<b>POSITION PROFILE</b>	
<b>ADMINISTRATIVE OFFICER IV (Cashier II)</b>	Salary Grade: 15 Monthly Salary: Php 36,619.00
2. OSEC-DECSB-ADOF4-660039-2014	Benefits: Refer to the Summary of Compensation and other Benefits
<b>JOB DESCRIPTION</b>	
To manage cash collections, disbursements, liquidations, and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations.	
<b>QUALIFICATIONS</b>	
<b>C. CSC Prescribed Qualifications</b>	
Education	Bachelor's Degree <b>relevant</b> to the job
Trainings	4 hours of <b>relevant</b> training
Experience	1 year <b>relevant</b> experience
Eligibility	Career Service (Professional) Second Level Eligibility
<b>D. Preferred Qualifications</b>	
Education	
Trainings	
Experience	
Eligibility	



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**SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS**

1. All interested applicants shall 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 **November 09, 2023**. *Kindly include the position with the corresponding office/unit you are applying for.*
  - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**  
**Schools Division Superintendent**)
  - B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
  - C. Photocopy of valid and updated PRC license/ID, *if applicable*
  - D. Photocopy of Certificate of Eligibility / Rating, *if applicable*
  - E. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees, *if applicable*
  - F. Photocopy of Certificate/s of Training, *if applicable*
  - G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
  - H. Photocopy of latest appointment, *if applicable*
  - I. Photocopy of Performance Rating in the last rating period(s) covering (1) year performance in the current/latest position prior to the deadline of submission, *if applicable*
  - J. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), **notarized** by an authorized official.
  - K. Other documents as may be required by the HRMPSB for comparative assessment reckoned from the date of last issuance of appointment, including but not limited to:
    - i. Means of Verification (MOVs) showing Outstanding Accomplishments,
    - ii. Means of Verification (MOVs) showing Application of Education,
    - iii. Means of Verification (MOVs) showing Application of Learning and Development, and
    - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, *if applicable*
2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement7-2023** before **November 09, 2023**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached on the left side of the applicant's folder upon submission.

CAA-MFN / DM – announcement of vacant level ii position



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