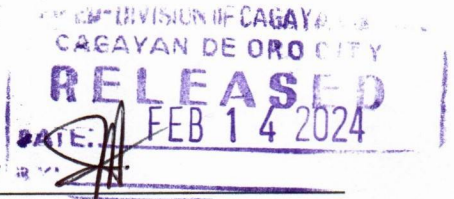




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

13 February 2024

DIVISION MEMORANDUM

No. 117 s.2024

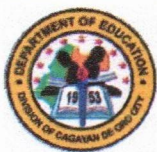
ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING POSITION

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

1. The field is hereby informed of the vacancy of school administrator positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement05-2024** before **February 26, 2024**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
3. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	School Division of Cagayan de Oro City – Receiving Section	February 14, 2024, to February 26, 2024
Final Evaluation and Interview	Division Conference Room	March 5-8, 2024

4. NO additional documents shall be accepted after **February 26, 2024**.
5. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
6. 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.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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7. 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.
8. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

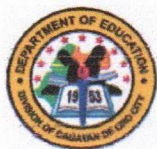
Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant level 2 non-teaching positions
February 12, 2024



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Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder and long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **February 26, 2024**. *Kindly include the position with the corresponding office/unit you are applying for.*
 - B.** Letter of Intent (addressed to **ROY ANGELO E. GAZO Schools Division Superintendent**)
 - C.** Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - D.** Photocopy of valid and updated PRC license/ID, *if applicable*
 - E.** Photocopy of Certificate of Eligibility / Rating,
 - F.** 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,
 - G.** Photocopy of Certificate of GPA or General Weighted Average (GWA).
 - H.** Photocopy of Certificate/s of Training,
 - I.** Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - J.** Photocopy of last approved Appointment and Assignment/Designation Order,
 - K.** 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,
 - L.** 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.
 - M.** 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 (*Please refer to DO # 7 s. 2023*):
 - 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**.



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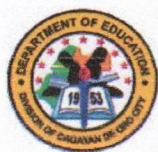
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Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 05 s. 2024

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / ELEMENTARY
POSITION PROFILE	
Position: ADMINISTRATIVE OFFICER II	Salary Grade:11 Monthly Salary: 27,000.00
Plantilla Item No: OSEC-DECSB-ADOF2-660019-2020 OSEC-DECSB-ADOF2-660027-2020 OSEC-DECSB-ADOF2-660017-2020 OSEC-DECSB-ADOF2-660064-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
This position responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Trainings	None required
Eligibility	Career Service Professional (Second Level Eligibility)



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