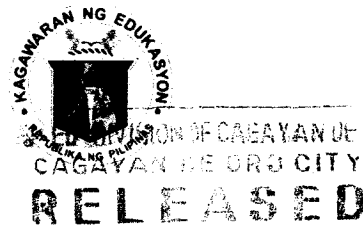




Department of Education
Region X – Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Masterson Avenue, Upper Balulang,
Cagayan de Oro City, Philippines



DIVISION MEMORANDUM
No. 140, s. 2018.

DATE: 1 MAR 02 2018
BY: [Signature]

**ANNOUNCEMENT AND POSTING OF VACANCIES FOR HEAD TEACHERS
III AND I AND NON-TEACHING POSITIONS.**

To : **Assistant Schools Division Superintendent
Division Personnel Selection Board (PSB)
Education Program Supervisors
Public Schools District Supervisor
Secondary and Elementary School Heads
All other concerns
This Division**

From : **JONATHAN S. DELA PEÑA, PH.D., CESO VI**
Schools Division Superintendent

Date : 1 March 2018.

1. The field is hereby informed of the schedules for the Division Ranking for Head Teacher III & I and Non-teaching positions in this Division.
2. The following are the positions with corresponding number of vacancies, position title, salary grade and minimum qualification standard, to wit:

VACANT POSITION	ITEM NUMBER	SG/ANNUAL SALARY	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
HEAD TEACHER III	HTCHR III (1) 660479-1998	16/PHP 381,180	BEED OR BS w/ 18 units prof units in Educ. HT/TIC for 2 yrs or Teacher for 5 yrs. with 24 hrs rel. training. RA 1080	To be posted in the Division official website
HEAD TEACHER I	HTCHR1 (2) 660035-2008; 660049-2011	14/PHP 317, 928.00	BEED OR BS w/ 18 units prof units in Educ. 2yrs relevant experience. RA 1080	To be posted in the Division official website
ADMINISTRATIVE OFFICER II	ADOF 2 (1) 660039-2016	11/PHP. 242,148.00	BS Degree relevant to the Job. CS Prof. Experience not required.	To be posted in the Division official website
ADMINISTRATIVE ASSISTANT II	ADAS 2 (4) 660045-2004; 660032-2011; 660011-2007; 660020-2014	8/PHP. 195384.00	Completion of 2yrs in College Studies; 1 yr. relevant experience; 4hrs. related trainings; CS Sub-prof; 1 st level eligibility	To be posted in the Division official website

3. Deadline for the submission of the documents stamped received by the Division office shall be on **March 15, 2018**. (**NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE**)
4. Documents submitted must be arranged in the following order:
 - A. Application letter specifying the position being applied;
 - B. Certified true copy of the CSC RATING;
 - C. Latest appointment;
 - D. Performance rating for the last 3 years with average computation;
 - E. Updated Service Record;
 - F. Outstanding accomplishment;
 - G. Transcript of Records; and
 - H. Trainings (Specialized trainings and chairmanship/co-chairmanship in planning/technical committee)
5. Widest dissemination of this Memorandum is enjoined.

Reference:

HIRING NON-TEACHING

PUBLIC EMPLOYMENT IN DEPED

JDP/csm