



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

ANNOUNCEMENT OF JOB VACANCY

Position	Salary/day	Education	Experience	Basic Competencies	Place of Assignment
Administrative Support Staff (Contract of Service)	Php 438.00/day	College Level (At least Completion of two (2) years studies in college)	Has experience in office works (admin and finance)	<ul style="list-style-type: none">• Knows basic correspondence• Can make financial report• Knows basic computer skills like Microsoft word, excel, power point presentation• Knows how to operate basic office equipment• Can assist the School Head• Good interpersonal skills	<ol style="list-style-type: none">1. Labo National High School (1 vacancy)2. Antero U. Roa Central School (1 vacancy)3. Pulot Elementary School (1 vacancy)4. Sinusa Integrated School (1 vacancy)5. Tabid National High School (1 vacancy)

*** must be a resident of the barangay where the vacancy exists


Activities:


Timeline/Schedule

Deadline for submission to the office of the School Head where the vacancy exists: **on or before March 18, 2024**
School Level Assessment (review CV, interview, evaluate and result of assessment): **March 19-22, 2024**
Submission of Contract, Authority to Hire together with Signing of Contract: **March 25-26, 2024**
Effective Date of Contract: **April 1, 2024**

Prepared by:

Noted:


ADDALIZA J. SAQUIN
Administrative Officer IV-Personnel


NIMFA R. LAGO, PhD., CESO VI
OIC-Office of the Schools Division Superintendent
Assistant Schools Division Superintendent