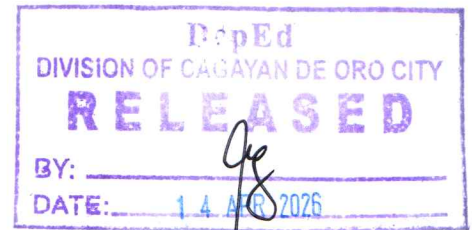




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

13 April 2026

DIVISION MEMORANDUM

No. 347 s.2026

ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. The field is hereby informed of the vacant Level 2 Non-teaching 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/CDOVacancyAnnouncement04-2026 before **April 24, 2026**. Upon successful registration, applicants will receive a confirmation email containing their Application Code.

3. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	Division Office of Cagayan de Oro City – Receiving Section	April 14, 2026 to April 24, 2026
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Deliberation and Interview	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. All interested applicants shall submit **one (1) set** of documents for every position they are applying for. **Only photocopies** of documents shall be submitted.



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5. Applicants who failed to submit complete mandatory documents (**Enclosure No.1, Items A to J**) on the set deadline in the official memorandum shall not be included in the pool of official applicants.
6. NO additional documents shall be accepted after **April 24, 2026**. All submitted application documents shall not be returned.
7. Applicants assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item J) duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification and shall cause the filing of administrative or criminal case against the person concerned.
8. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
9. 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.
10. 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.
11. 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
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

DM-098-OSDS-PERSONNEL-CAA / announcement of vacant level 2 non-teaching positions
April 13, 2026



Republic of the Philippines
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Enclosure 1 for Division Memorandum No. 347 s. 2026

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING**, fastened in a clean, unmarked folder to the Receiving Section of DepED Cagayan de Oro City on or before **April 24, 2026**, not later than **5:00 PM**. *Kindly indicate in your letter of intent the position applied for and the corresponding office/unit.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2025) with Work Experience Sheet.
 - C. Photocopy of valid and updated PRC license/ID, *if applicable*
 - D. Photocopy of **Certificate of Eligibility** / Rating,
 - 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,
 - ei. Photocopy of Certificate of GPA or General Weighted Average (GWA).
 - F. Photocopy of **Certificate/s of Training**,
 - G. Photocopy of **Relevant Experience** ; Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
 - H. Photocopy of last Approved **Appointment** and **Assignment/Designation Order**,
 - 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,
 - 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).
 - 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 *(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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Enclosure 2 for Division Memorandum No. 347 s. 2026

VACANCY ANNOUNCEMENT
No. 04 s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Division Office - Elementary School

POSITION PROFILE	
Position: ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: Php 31,705.00
Item No: OSEC-DECSB-ADOF2-660031-2020	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
This position is 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
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Professional) / Second Level Eligibility



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 04.a s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION / UNIT:	Division Office (Elementary School)

POSITION PROFILE

Position: PROJECT DEVELOPMENT OFFICER - I	Salary Grade: 11 Monthly Salary: Php 31,705.00
Item No: 1. OSEC-DECSB-PDO1-660044-2023 2. OSEC-DECSB-PDO1-660050-2023 3. OSEC-DECSB-PDO1-660051-2023	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Perform technical tasks in the implementation and monitoring of the youth formation programs at the School level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the School level.

QUALIFICATIONS

B. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Professional) / Second Level Eligibility



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 04.b s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Division Office - Elementary Schools

POSITION PROFILE

Position: NURSE II	Salary Grade: 16 Monthly Salary: Php 45,694.00
Item No: 1. OSEC-DECSB-NURS2-660077-2021	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.

QUALIFICATIONS

C. CSC Prescribed Qualifications

Education	Bachelor of Science in Nursing
Trainings	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	RA 1080 (Nurse)