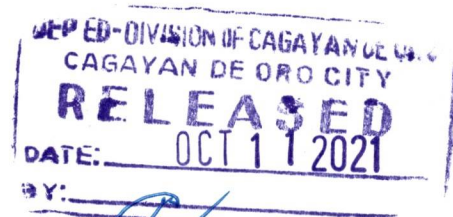




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



October 11, 2021

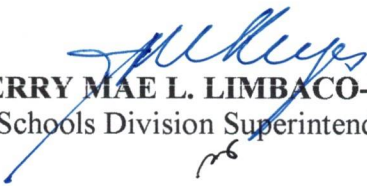
DIVISION MEMORANDUM

No. 454 s. 2021

ANNOUNCEMENT AND POSTING OF VACANCIES

To : Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board (HRMPSB)
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Other Concerned
This Division

1. The field is hereby informed of the vacancies of Level II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **November 03, 2021** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. DepEd Order No. 42, s. 2007 will be used as bases for document evaluation and interview.
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. Please be guided accordingly.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office

POSITION PROFILE

Position: Assistant School Principal II (SHS)	Salary Grade: 19 Annual Salary: 579,756.00
Item No: OSEC-DECSB-ASP2-660021-2016	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

For Academics

- Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;
- Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects;
- Makes integrated recommendations regarding class assignment of the teachers, loading and class programs to the Principal;
- Coaches and mentors the teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and
- Reports to the Principal/School Head

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Bachelor's degree in Education or its equivalent with a major and minor; or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience	2 years of relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training

B. Preferred Qualifications

Education	
Experience	
Eligibility	In addition to CSC Prescribed Qualification NQESH
Trainings	NEAP, Leadership, Management / SBM Trainings

APPLICATION PROCEDURE

1. Submit the following documentary requirements 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 03, 2021**. Kindly include the position with the corresponding office/unit you are applying for.

- a. Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
- b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>
- c. Curriculum Vitae
- d. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
- e. Photocopy of the latest Transcript of Records
- f. Photocopy of the 3 Performance ratings for the last 3 rating periods
- g. Certificates of relevant trainings and seminars attended
- h. Certificates of outstanding accomplishments
- i. Certificate of Employment
- j. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Bring all original documents for verification purposes;

3. Shortlist of Qualified Applicants shall be posted on November 5, 2021.

4. Schedule for Examination and Interview shall be announced.



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Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SECONDARY SCHOOL

POSITION PROFILE	
Position: Head Teacher I (Secondary)	Salary Grade: 14 Annual Salary: 369,588.00
Item No: OSEC-DECSB-HTEACH1-660046-2002 OSEC-DECSB-HTEACH1-660031-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or BS w/ 18 Prof units in Education with appropriate field specialization
Experience	TIC for 1 year or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BSE graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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 - Curriculum Vitae
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 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
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 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SECONDARY SCHOOL

POSITION PROFILE	
Position: Head Teacher III (Secondary)	Salary Grade:16 Annual Salary: 439,536.00
Item No: OSEC-DECSB-HTEACH3-660502-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or BS w/ 18 Prof units in Education with appropriate field specialization
Experience	HT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BSE graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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 - Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
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 - Curriculum Vitae
 - One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	DepEd, Division of CDO City

POSITION PROFILE	
Position: School Principal II (Elementary)	Salary Grade:20 Annual Salary: 651,012.00
Item No: OSEC-DECSB-SP2-660299-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or BS w/ 18 Prof units in Education plus 6 units of management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

- Submit the following documentary requirements 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 3, 2021**. Kindly include the position with the corresponding office/unit you are applying for.
 - Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO-REYES, Schools Division Superintendent)
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
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 - Curriculum Vitae
 - One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - Certificate of Employment
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
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Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	CDO NHS, AGUSAN NHS, BULUA NHS, GUSA NHS

POSITION PROFILE	
Position: School Principal II (Secondary)	Salary Grade:20 Annual Salary: 651,012.00
Item No: OSEC-DECSB-SP2-660302-2010 OSEC-DECSB-SP2-660306-2010 OSEC-DECSB-SP2-660304-2010 OSEC-DECSB-SP2-660301-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or BS w/ 18 Prof units in Education plus 6 units of management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

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REGION X
DIVISION OF CAGAYAN DE ORO CITY

October 11, 2021

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	ELEMENTARY SCHOOL

POSITION PROFILE

Position: School Principal III (Elementary)	Salary Grade:21 Annual Salary: 730,812.00
Item No: OSEC-DECSB-SP3-660273-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	BEED or BS w/ 18 Prof units in Education units plus 6 units of management
Experience	2 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

B. Preferred Qualifications

Education	With 36 Leadership and Management units in doctoral degree
Experience	2 years as Principal or 1 year as Principal II
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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