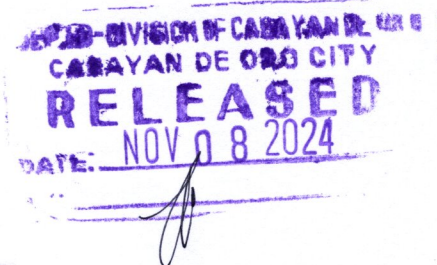




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

8 November 2024

DIVISION MEMORANDUM

No. 879 s.2024

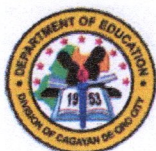
ANNOUNCEMENT OF VACANT RELATED-TEACHING POSITION

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 related-teaching position 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/CDOVacancyAnnouncement17-2024** before **November 19, 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	Schools Division Office of Cagayan de Oro City – Receiving Section	November 9 to 19, 2024
Posting of Initial Evaluation Results (IER)	Schools Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Evaluation and Interview	Schools Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. No additional documents will be accepted after 5:00 PM on **November 19, 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.



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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.: N o n e

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 related-teaching position
November 8, 2024



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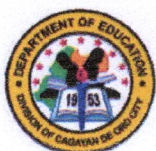
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Enclosure 1 for Division Memorandum No. 879s. 2024

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 November 19, 2024**. *Kindly include the position with the corresponding office/unit you are applying for.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2017) 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,
 - 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**
 - I. Photocopy of **Assignment/Designation Order**,
 - J. 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,
 - K. 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.
 - L. 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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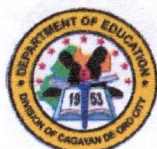
Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. 879 s. 2024

VACANCY ANNOUNCEMENT
No. 17 s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Curriculum Teaching Division (CTD)

POSITION PROFILE	
Position: CHIEF EDUCATION SUPERVISOR	Salary Grade: 24 Monthly Salary: Php 94,132.00
Item No: 1) OSEC-DECSB-CES-660057-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
- To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources. - To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management.	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Master's degree in Education or other relevant Master's degree
Experience	4 years relevant experience in management and supervision
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours training in management and supervision
2) Preferred Qualifications	
Education	
Experience	Experience in the public school system preferred
Eligibility	
Trainings	



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