



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



Office of the Schools Division Superintendent

20 July 2026

DIVISION MEMORANDUM

No. 652 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, and **DepEd Order No. 21, s. 2023** (Amendments and clarifications to DepEd Order No. 007, S. 2023)
2. ALL interested applicants are required to register online thru bit.ly/CDOVacancyAnnouncement07-2026 before **July 31, 2026**. Upon successful registration, applicants will receive a confirmation email containing their Application Code.
3. Enclosed in this Memorandum are the following:
 - a) Vacant Items and Place of Assignments
 - b) CSC Prescribed Qualification Standards
 - c) Submission and Receipt of Application documents
4. 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	July 21 to 31, 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>

Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>



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5. **NO** additional documents shall be accepted after the set deadline. All submitted application documents shall not be returned.
6. Individuals who failed to submit complete mandatory documents (Items **a to l**) on the set deadline indicated in *enclosure no. 2* shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMP SB (Item no. **m**) shall not warrant exclusion from the pool of official applicants.
7. Each applicant shall be assigned with a unique **application code**, which will be sent to their respective email addresses after the release of the Initial Evaluation Results (IER).
8. 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.
9. 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.
10. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION POSITIONS

RECRUITMENT

SELECTION

DM-116-OSDS-PERSONNEL-CAA/ announcement of vacant level 2 non-teaching positions
July 20, 2026



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Enclosure **A** for Division Memorandum No. **652**s. 2026

VACANT ITEMS WITH CORRESPONDING PLACE OF ASSIGNMENTS

No.	Position Title	Plantilla Item No.	Place of Assignment
1	Administrative Officer II	ADOF2-660309-2026	Elementary School
2	Administrative Officer II	ADOF2-660310-2026	Elementary School
3	Administrative Officer II	ADOF2-660311-2026	Elementary School
4	Administrative Officer II	ADOF2-660312-2026	Elementary School
5	Administrative Officer II	ADOF2-660313-2026	Elementary School
6	Administrative Officer II	ADOF2-660314-2026	Elementary School
7	Administrative Officer II	ADOF2-660315-2026	Elementary School
8	Administrative Officer II	ADOF2-660316-2026	Elementary School
9	Administrative Officer II	ADOF2-660317-2026	Elementary School
10	Administrative Officer II	ADOF2-660318-2026	Elementary School
11	Administrative Officer II	ADOF2-660319-2026	Elementary School
12	Administrative Officer II	ADOF2-660292-2026	Bonbon National High School
13	Administrative Officer II	ADOF2-660293-2026	Angeles Sisters National High School (Consolacion NHS)
14	Administrative Officer II	ADOF2-660294-2026	Mambuaya National High School
15	Administrative Officer II	ADOF2-660295-2026	Puntod National High School
16	Administrative Officer II	ADOF2-660296-2026	Tagpangi City National High School
17	Administrative Officer II	ADOF2-660297-2026	Taglimao City National High School
18	Administrative Officer II	ADOF2-660298-2026	Tignapoloan National High School
19	Administrative Officer II	ADOF2-660299-2026	Magayad Integrated School
20	Administrative Officer II	ADOF2-660300-2026	Man-ai National High School
21	Administrative Officer II	ADOF2-660301-2026	Pagatpat National High School
22	Administrative Officer II	ADOF2-660302-2026	Iba Integrated School
23	Administrative Officer II	ADOF2-660303-2026	Bayanga National High School
24	Administrative Officer II	ADOF2-660304-2026	Besigan National High School



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25	Administrative Officer II	ADOF2-660305-2026	Tuburan National High School
26	Administrative Officer II	ADOF2-660306-2026	Pigsag-an National High School
27	Administrative Officer II	ADOF2-660307-2026	Dansolihon National High School
28	Administrative Officer II	ADOF2-660308-2026	Tumpagon National High School
29	Administrative Officer II	ADOF2-660320-2026	Dunggoan Integrated School
30	Administrative Officer II	ADOF2-660005-2020	Elementary School
31	Project Development Officer I	PDO1-660170-2026	Elementary School
32	Project Development Officer I	PDO1-660171-2026	Elementary School
33	Project Development Officer I	PDO1-660172-2026	Elementary School
34	Project Development Officer I	PDO1-660173-2026	Elementary School
35	Project Development Officer I	PDO1-660174-2026	Elementary School
36	Project Development Officer I	PDO1-660175-2026	Elementary School
37	Project Development Officer I	PDO1-660176-2026	Elementary School
38	Project Development Officer I	PDO1-660177-2026	Elementary School
39	Project Development Officer I	PDO1-660178-2026	Elementary School
40	Project Development Officer I	PDO1-660179-2026	Elementary School
41	Project Development Officer I	PDO1-660165-2026	Agusan National High School
42	Project Development Officer I	PDO1-660166-2026	Bulua National High School
43	Project Development Officer I	PDO1-660167-2026	Cagayan de Oro City National High School – Junior High
44	Project Development Officer I	PDO1-660168-2026	Kauswagan National High School
45	Project Development Officer I	PDO1-660169-2026	Lumbia National High School



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Enclosure **B** for Division Memorandum No. **652** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	<i>see enclosure A</i>

POSITION PROFILE	
Position: ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: Php 31,705.00
Item No: <i>see enclosure A</i>	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	
1) Qualification Standards	
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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Enclosure **B** for Division Memorandum No. **652** s. 2026

CSC PRESCRIBED QUALIFICATION STANDARDS

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	<i>see enclosure A</i>

POSITION PROFILE	
Position: PROJECT DEVELOPMENT OFFICER I	Salary Grade: 11 Monthly Salary: Php 31,705.00
Item No: <i>see enclosure A</i>	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	
1) Qualification Standards	
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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Enclosure C for Division Memorandum No. **652** 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 **JULY 31, 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**.