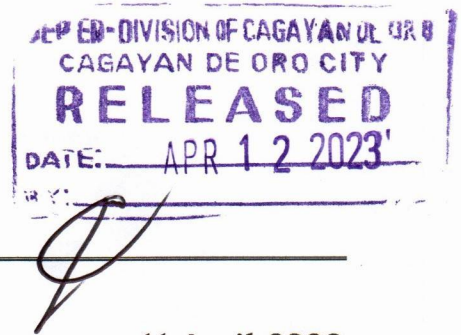




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 April 2023

DIVISION MEMORANDUM

No. 141 s.2023

CORRIGENDUM TO DIVISION MEMORANDUM NO. 88, S. 2023
RE: ANNOUNCEMENT OF VACANT POSITIONS

TO: Assistant Schools Division Superintendent

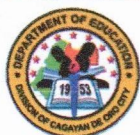
Public Schools District Supervisors

All Elementary and Secondary Public School Heads and Principals

CID and SGOD Personnel

All Others Concerned

1. Regarding the issuance of **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education. The field is hereby informed of the following changes of the Recruitment, Selection and Appointment of the School Head positions.
2. All applicants who submitted on or before March 22, 2023, may claim their pertinent documents for updating at Releasing Section.
3. ALL interested applicants are required to register online thru **bit.ly/CDOSchoolAdministrationApplicantReg2023**. Once successfully registered, an auto-generated Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached to the applicant's folder upon submission.
4. **DepEd Order No. 7, s. 2023** (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) will be used as basis for document evaluation and interview.
5. ALL interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **April 21, 2023**. *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, *if applicable*
 - 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, *if applicable*



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (08822)-8550048

Email: cagayandeoro.city@deped.gov.ph

- F.** Photocopy of Certificate/s of Training, *if applicable*
 - G.** Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - H.** Photocopy of latest appointment, *if applicable*
 - 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, *if applicable*
 - J.** Checklist of Requirements and Omnibus Sworn Statement of 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 authorized official; and
 - 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:
 - 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, and
 - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, *if applicable*
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.
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. This office directs the immediate and wide dissemination of this memorandum

ROY ANGELO E. GAZO
Schools Division Superintendent *R.*

Encl.: None

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – corrigendum
April 11, 2023



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