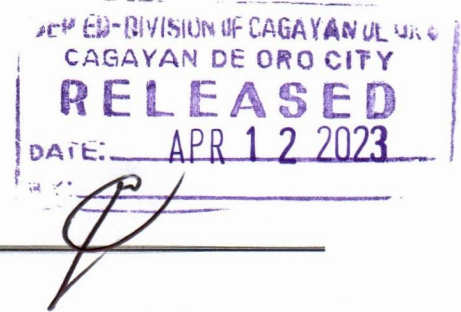




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 April 2023

DIVISION MEMORANDUM
No. 145 s.2023

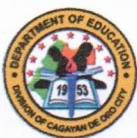
ANNOUNCEMENT OF VACANT LEVEL 1 POSITIONS

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. The field is hereby informed of the vacancies of **Level I** position.

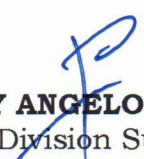
PLANTILLA ITEM	SCHOOL ASSIGNMENT
OSEC-DECSB-ADAS2-660032-2007	Canitoan NHS
OSEC-DECSB-ADAS2-660022-2014	Pedro Oloy N. Roa Sr. HS
OSEC-DECSB-ADAS2-660216-2017	Tablon NHS
OSEC-DECSB-ADAS2-660021-2014	Puerto NHS
OSEC-DECSB-ADAS2-660217-2017	Tagpangi NHS

2. Concerned School Heads are to designate a School Personnel Officer who will be responsible for posting the vacancies at three (3) conspicuous places within and outside the school premises from April 11 to 21, 2023. After which, he/she shall accept letters of intent with supporting documents from interested applicants.
3. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **April 21, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
4. The designated School Personnel Officer will then conduct a preliminary evaluation of applicant documents on **April 24, 2023** which shall generate a School Selection Line-up to be certified by the School Principal.
5. Posting of Initial Evaluation Result (IER) will be on **April 24, 2023**.
6. Evaluation of documents and interview at the school by the School Ranking Committee will be on **May 02, 2023**.
7. **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

8. On **May 03, 2023**, the concerned School Heads are directed to submit the following documents to the Division Office:
 - Initial Evaluation Results (IER)
 - Comparative Assessment Result
 - Minutes of School Evaluation
9. Review of the School Rank list by the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Division Office together with the Chairman of School Selection Committee Division Office will be on **May 04, 2023**
10. 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.
11. 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.
12. This office directs the immediate and wide dissemination of this memorandum


ROY ANGELO E. GAZO
Schools Division Superintendent

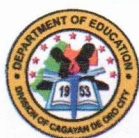
Encl.: N o n e

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 level 1 positions
April 11, 2023



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