



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



Office of the Schools Division Superintendent

15 July 2024

DIVISION MEMORANDUM
No. 490 s.2024

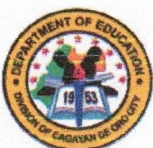
ANNOUNCEMENT OF VACANT TEACHING POSITION

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 level 1 non-teaching positions anchored on **DepEd Order No. 66, s. 2007** Re: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.
2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement12-2024** before **July 25, 2024**. Upon successful registration, applicants will receive a confirmation email containing their Application Code and the status of their application, indicating whether they are qualified or not qualified.
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	July 15 to 25, 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 shall be accepted after July 25, 2024.**
5. Applications with incomplete documents shall not be entertained.
6. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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7. 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.

8. 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.

9. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: As stated

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

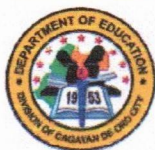
APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

CAA-MFN / DM – announcement of vacant teaching positions
July 15, 2024



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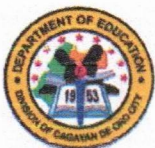
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Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants must submit the required documents, properly tabbed, in a clean, fastened, and unmarked long folder to the Receiving Section of DepED Cagayan de Oro City by 5:00 pm on **July 25, 2024**.
 - A. Letter of Intent: *Kindly include the position you are applying for.*
(Addressed to **ROY ANGELO E. GAZO**
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. Photocopy of Certificate of Eligibility/rating/license.
 - D. Photocopy of Performance ratings in the last three (3) rating periods
(if applicable)
 - E. Photocopy of Certificate of relevant experience/employment
(Service Record and COE is c/o Admin Office for DepEd CDO Employee/s)
 - F. Photocopy of Certificate of Outstanding Accomplishments:
 - f.a.) Outstanding Employee Award
 - f.b.) Innovations (*Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/division official*)
 - f.c.) Research and Development Projects (*Research Paper*)
 - f.d.) Publication/Authorship (*certification and article*)
 - f.e.) Consultant Resource Speaker in Training and Seminars
 - G. Photocopy of Transcript of Records (*Bachelor's Degree / Masteral Degree / Doctorate Degree*) and Certification (*if CAR not reflected in TOR*)
 - H. Photocopy of Certificate of relevant training/s and seminars attended.
 - I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted



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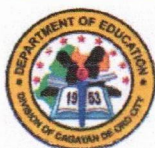
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Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 12 s. 2024

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Elementary School
POSITION PROFILE	
SPECIAL EDUCATION TEACHER – I (Elementary)	Salary Grade: 14 Monthly Salary: Php 33,843.00
1. OSEC-DECSB-SPET1-660013-2018 2. OSEC-DECSB-SPET1-660008-2018 3. OSEC-DECSB-SPET1-660012-2018	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Accommodates learners with special needs such as children/youth with hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Education with specialization in Special Education
Trainings	None Required
Experience	None Required
Eligibility	RA 1080 (Teacher)



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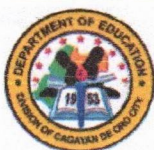
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VACANCY ANNOUNCEMENT
No. 12.a s. 2024

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION / UNIT:	Secondary School

POSITION PROFILE	
SPECIAL EDUCATION TEACHER – I (Secondary)	Salary Grade: 14 Monthly Salary: Php 33,843.00
1. OSEC-DECSB-SPET1-660024-2018 2. OSEC-DECSB-SPET1-660020-2018 3. OSEC-DECSB-SPET1-660029-2024 4. OSEC-DECSB-SPET1-660030-2024 5. OSEC-DECSB-SPET1-660031-2024 6. OSEC-DECSB-SPET1-660032-2024 7. OSEC-DECSB-SPET1-660033-2024 8. OSEC-DECSB-SPET1-660034-2024 9. OSEC-DECSB-SPET1-660035-2024	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Accommodates learners with special needs such as children/youth with hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs	
QUALIFICATIONS	
B. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Education with specialization in Special Education
Trainings	None Required
Experience	None Required
Eligibility	RA 1080 (Teacher)



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