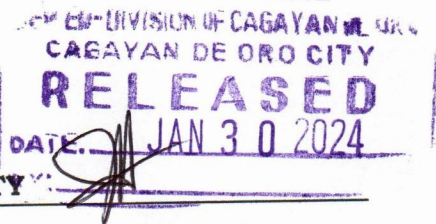




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

29 January 2024

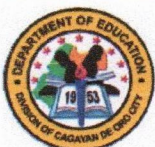
DIVISION MEMORANDUM
No. 64 s.2024

ANNOUNCEMENT OF VACANT TEACHING POSITIONS

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 vacant teaching positions anchored on **MEC Order No. 10, s. 1997** Re: Implementing Rules and Regulations for the System of Career Progression for Public School Teachers.
2. The following are the schools with their respective vacant Elementary Master Teacher positions and corresponding item numbers:

DISTRICT	SCHOOL	POSITION TITLE	PLANTILLA ITEM NO.
NORTH II	BAYABAS ES	Master Teacher I	OSEC-DECSB-MTCHR1-660016-2002
CENTRAL	CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-661315-1998
	CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-661279-1998
	CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-660011-2022
	CITY CS	Master Teacher II	OSEC-DECSB-MTCHR2-660565-1998
	CITY CS	Master Teacher II	OSEC-DECSB-MTCHR2-660500-1998
NORTH I	CONSOLACION ES	Master Teacher I	OSEC-DECSB-MTCHR1-661497-1998
	MACABALAN ES	Master Teacher I	OSEC-DECSB-MTCHR1-661494-1998
EAST I	CUGMAN ES	Master Teacher II	OSEC-DECSB-MTCHR2-660576-1998
	EAST CCS	Master Teacher II	OSEC-DECSB-MTCHR2-660501-1998
	GUSA ES	Master Teacher I	OSEC-DECSB-MTCHR1-661283-1998
	GUSA ES	Master Teacher I	OSEC-DECSB-MTCHR1-661324-1998
NORTH II	KAUSWAGAN CS	Master Teacher II	OSEC-DECSB-MTCHR2-660498-1998
SOUTH WEST I	LUMBIA CS	Master Teacher I	OSEC-DECSB-MTCHR1-660008-2001
SOUTH	SOUTH CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-661294-1998
WEST I	WEST CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-661524-1998
	WEST CITY CS	Master Teacher I	OSEC-DECSB-MTCHR1-661292-1998



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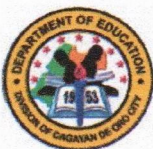
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3. The timeline for the recruitment and selection process for the promotion of teacher applicants is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Posting the vacancies at three (3) conspicuous places within and outside the school premises	respective district	January 29, 2024 to February 20, 2024
Deadline for Submission of Application Documents		February 20, 2024
Online Submission of Initial Evaluation (IER) by the District Head (<i>with applicants' personal information</i>) bit.ly/CDOTeachingPromotion2024 bit.ly/DownloadSampleIER		February 22, 2024
Posting of Initial Evaluation Results (IER)	respective district	February 23, 2024
District-wide Evaluation and Interview will be done by the District Selection Committee	respective district	March 11, 2024
Submission of the following documents to the Division Office: a.) Initial Evaluation Results b.) Certification of Posting of IER c.) District Comparative Assessment Results d.) Minutes of Ranking		March 12, 2024
Final Evaluation of application documents by the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman (PSDS) of the District Selection Committee	Division Office	March 14, 2024

4. NO additional documents shall be accepted after the set deadline.
5. Enclosed in this Memorandum are the following:
1. CSC Prescribed Qualification Standards
 2. Submission and Receipt of Application documents



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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. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

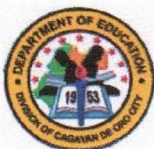
Encl.: N o n e

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 teaching positions
January 29, 2024



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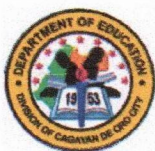
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Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 04 s. 2024

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Master Teacher I	18	46,725	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education and 18 units for Master's Degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher
Master Teacher II	19	51,357	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent	None Required	3 years of relevant experience	RA 1080 (Teacher



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Enclosure 2 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean folder to the respective **district schools** on or before 5:00 pm of **February 20, 2024**. *Kindly include the position with the school and district you are applying for.*

- A.** Letter of Intent (*addressed to **School Head***)
- 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 (*Assignment/Designation Order*).
- F.** Photocopy of outstanding accomplishments:
 - f.a.) Introduced any of the following which has been adopted or used by the school or district:
 - Curriculum or instructional materials
 - Effective Teaching Strategy
 - Simplification of Work
 - Income Generating Project
 - f.b.) Subject Coordinator or Grade Chairman
 - f.c.) Chairman of Special Committee
 - f.d.) Educational Research
 - f.e.) Coordinator of Community Project
 - f.f.) Organized / Managed In-Service Activity
 - f.g.) Meritorious Achievement of any of the following:
 - Trainer / Coach to contestants who receive prizes, commendations or any form of recognition
 - Athletic Coach of athletes or teams who won prizes
 - Coordinator of BSP / GSP Activities
 - f.h.) Authorship (*Certification and Article*)
- 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 trainings and seminars attended.
- I.** Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted



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