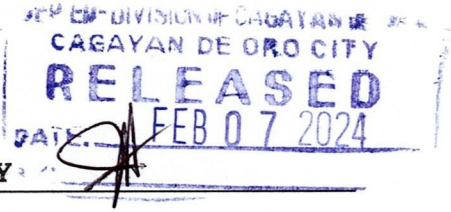




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 February 2024

DIVISION MEMORANDUM

No. 100 s.2024

CORRIGENDUM/ADDENDUM TO DM NO. 64, S. 2024 AND DM NO. 63, S. 2024
VACANCY ANNOUNCEMENT OF 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. With reference to Division Memorandum No. 63, s. 2024 and Division Memorandum No. 64, s. 2024 on Vacancy Announcement of Teaching positions.
2. Pursuant to DepEd Order No. 66, s. 2007 the School Personnel Selection Board shall be composed of the following:
 - a. Elementary Schools (Central and Non-Central):
Chairperson – Principal/School Head
Members – Four (4) members from among the Grade Level Chairpersons
 - b. Secondary Schools:
Chairperson – Principal/School Head
Members – Four (4) members:
Department Head where vacancy exists
Department Head
Administrative Officer, *if applicable*
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

3. The composition of the District Selection Committee shall be headed by the Public Schools District Supervisor (PSDS) as Chairman and School Principals as members.
4. Concerned School Heads and Public School District Supervisors are empowered to create their respective Personnel Selection Board.
5. **MEC Order No. 10, s. 1979** Re: Implementing Rules and Regulations for the System of Career Progression for Public School Teachers, shall be used as basis for document evaluation and interview for Master Teacher positions.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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6. The Initial Evaluation of applicants' qualifications vis-à-vis the CSC-approved QS of the position to be filled shall be conducted by the School or District Chairman. The School or District chairman shall assess whether the applicants meet the minimum qualifications in terms of Education, Training, Experience, and Eligibility.

7. As part of our ongoing processes, please be advised that the online submission of Initial Evaluation Results (IER) using the prescribed template is to be carried out by the School or District Chairman. This responsibility is not to be undertaken by individual applicants. Posting of IER is the purview of the respective schools or districts.

8. The 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 (Master Teacher) and the Chairman (School Head) of the School Selection Committee (Teacher II and Teacher III) shall be as follows:

DATE & TIME	POSITION	VENUE
March 14, 2024 (Thursday) 8:00 a.m. – 5:00 p.m.	Teacher II and Teacher III	Division Conference Room
March 15, 2024 (Friday) 8:00 a.m. – 5:00 p.m.	Master Teacher (Elementary)	

9. 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.

10. 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:

EMPLOYMENT PROMOTIONS RECRUITMENT SELECTION

CAA-MFN / DM – corrigendum to division memorandum no. 64 and 63, s. 2024
February 06, 2024



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