



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



Office of the Schools Division Superintendent

13 February 2024

DIVISION MEMORANDUM

No. 118 s.2024

RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS FOR
TEACHER II AND TEACHER III POSITIONS IN SENIOR HIGH SCHOOL

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 teaching positions for Senior High School 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/CDOVacancyAnnouncement07-2024** before **February 26, 2024**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
3. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	School Division of Cagayan de Oro City – Receiving Section	February 14, 2024, to February 26, 2024
Final Evaluation and Interview	Division Conference Room	March 5-8, 2024

4. NO additional documents shall be accepted after **February 26, 2024**.
5. Enclosed in this Memorandum are the following:
 - a) Submission and Receipt of Application documents
 - b) Senior High School (SHS) Qualification Standards (QS) of **DepEd Order No. 03, s. 2016**



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



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

Office of the Schools Division Superintendent

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

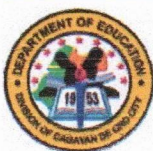
Encl.: N o n e

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – recruitment, evaluation and selection of teacher applicants for tii and tiii in shs
February 12, 2024



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



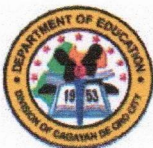
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder and long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **February 26, 2024**. *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 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 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 and seminars attended.
 - I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted.



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



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

Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT

No. 06 s. 2024

**Senior High School (SHS) Qualification Standards for the
Technical-Vocational Livelihood (TVL) Track**

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II	12	29,165	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least NC II + TMC 1 *Appropriate to the specialization	None	RA 1080 (Teacher
Teacher III	13	31,320	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least NC III + TMC 1 *Appropriate to the specialization	1 year relevant teaching/industry work experience	RA 1080 (Teacher



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



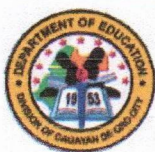
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 06 s. 2024

**Senior High School (SHS) Qualification Standards for the
Academic Track and Core Subjects**

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II	12	29,165	Bachelor's degree in the area of specialization; or any Bachelor's degree + at least 6 units towards a Master's degree in the area of specialization	None	None	RA 1080 (Teacher
Teacher III	13	31,320	Relevant Master's degree	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/industry work experience	RA 1080 (Teacher



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