



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



Office of the Schools Division Superintendent

27 May 2024

DIVISION MEMORANDUM

No. 384 s.2024

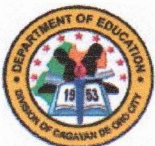
ANNOUNCEMENT OF VACANT TEACHING-RELATED POSITIONS

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 vacancy of teaching-related positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement09-2024** before **June 07, 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	May 27, 2024, to June 07, 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 **June 07, 2024**.
5. 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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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.: None

Reference: As stated

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

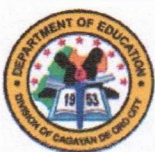
APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

CAA-MFN / DM – announcement of vacant teaching-related positions
May 27, 2024



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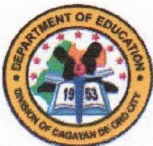
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Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, fastened, unmarked folder and long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **June 07, 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 **UPDATED Personal Data Sheet** (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - C. Photocopy of valid and updated PRC license/ID, *if applicable*
 - D. Photocopy of **Certificate of Eligibility** / Rating,
 - E. Photocopy of scholastic / academic record such as **Transcript of Records (TOR)** and Diploma, including completion of graduate and post-graduate units / degrees,
 - F. Photocopy of **Certificate/s of Training**,
 - G. Photocopy of **Certificate of Employment** or duly signed **Service Record**, whichever is/are applicable. (*Service Record and COE is c/o Admin Office for DepEd CDO Employee(s)*)
 - H. Photocopy of **last approved Appointment and Assignment/Designation Order**,
 - I. Photocopy of **Performance Rating in the last rating period** covering (1) year performance in the current/latest position prior to the deadline of submission,
 - J. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), **notarized** by an authorized official.
 - K. Other documents as may be required by the HRMPSB for comparative assessment reckoned from the date of last issuance of appointment, including but not limited to (*Please refer to DO # 7 s. 2023*):
 - i. Means of Verification (MOVs) showing **Outstanding Accomplishments**,
 - ii. Means of Verification (MOVs) showing **Application of Education**,
 - iii. Means of Verification (MOVs) showing **Application of Learning and Development**.



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Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 09 s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION /UNIT:	Curriculum Teaching Division (CTD)

POSITION PROFILE

EDUCATION PROGRAM SUPERVISOR

Salary Grade: 22
Monthly Salary: 71,511.00

Plantilla Item No:

1) OSEC-DECSB-EPSVR-660078-2010

Benefits: Refer to the Summary
of Compensation and other
Benefits

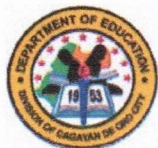
JOB DESCRIPTION

- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.
- To provide technical assistance to the schools in curriculum implementation, instructional supervision, learning materials development and quality assurance.

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Master's degree in education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Trainings	8 hours of relevant trainings
Eligibility	RA 1080 (Teacher)



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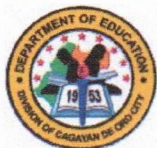
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VACANCY ANNOUNCEMENT
No. 09.a s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION /UNIT:	School Governance and Operations Division (SGOD)

POSITION PROFILE	
SENIOR EDUCATION PROGRAM SPECIALIST	Salary Grade: 19 Monthly Salary: Php 51,357.00
Plantilla Item No: 1) OSEC-DECSB-SREPS-660086-2014 2) OSEC-DECSB-SREPS-660087-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
▪ To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education. ▪ To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans ▪ To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office.	
QUALIFICATIONS	
2) CSC Prescribed Qualifications	
Education	Bachelor's degree in education or its equivalent and completion of academic requirements for master's degree relevant to the job
Experience	2 years' experience in education research, development, implementation, or other relevant experience
Trainings	8 hours of relevant training
Eligibility	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position



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VACANCY ANNOUNCEMENT
No. 09.b s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION /UNIT:	School Governance and Operations Division (SGOD)

POSITION PROFILE

Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade:16 Monthly Salary: Php 39,672.00
Item No: 1) OSEC-DECSB-EPS2-660099-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

- To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services

QUALIFICATIONS

3) CSC Prescribed Qualifications

Education	Bachelor's degree in education or its equivalent
Experience	2 years' experience in education research, development, implementation, or other relevant experience
Trainings	4 hours of relevant training
Eligibility	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position



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