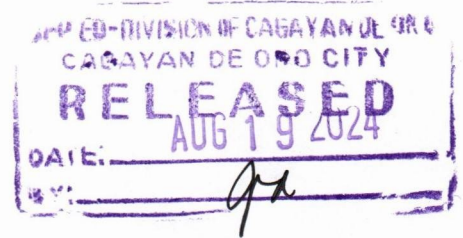




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 August 2024

DIVISION MEMORANDUM

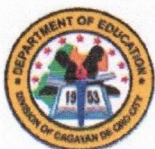
No. 595 s.2024

ANNOUNCEMENT OF VACANT TEACHING POSITIONS FOR PROMOTION

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. 1979** 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:

ELEMENTARY			
POSITION	PLANTILLA ITEM NO.	DISTRICT	SCHOOL
Master Teacher I	OSEC-DECSB-MTCHR1-661320-1998	Central	City CS
Master Teacher I	OSEC-DECSB-MTCHR1-661321-1998	Central	City CS
Master Teacher I	OSEC-DECSB-MTCHR1-661318-1998	Central	City CS
Master Teacher II	OSEC-DECSB-MTCHR2-660503-1998	Central	City CS
Master Teacher I	OSEC-DECSB-MTCHR1-661514-1998	East I	Cugman ES
Master Teacher II	OSEC-DECSB-MTCHR2-660560-1998	East I	East City CS
Master Teacher I	OSEC-DECSB-MTCHR1-661502-1998	East I	Gusa ES
Master Teacher I	OSEC-DECSB-MTCHR1-660015-2002	North II	Kauswagan CS
Master Teacher I	OSEC-DECSB-MTCHR1-661527-1998	North II	Bongbongon ES
Master Teacher I	OSEC-DECSB-MTCHR1-660011-2001	South West II	Mambuaya ES
Master Teacher II	OSEC-DECSB-MTCHR2-660572-1998	West II	Bulua CS
Master Teacher I	OSEC-DECSB-MTCHR1-661496-1998	West II	Canitoan ES



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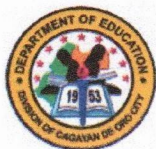
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SECONDARY			
POSITION	PLANTILLA ITEM NO.		SCHOOL
Master Teacher I	OSEC-DECSB-MTCHR1-660023-1999	School	CDO NHS - Jr. High
Master Teacher I	OSEC-DECSB-MTCHR1-660024-1999	School	CDO NHS - Jr. High
Master Teacher I	OSEC-DECSB-MTCHR1-660003-2023	School	Kauswagan NHS
Master Teacher I	OSEC-DECSB-MTCHR1-660018-2022	School	Mambuaya NHS

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 schools for secondary and respective district schools for elementary	August 19, 2024 to August 29, 2024
Deadline for Submission of Application Documents		August 29, 2024
Posting of Initial Evaluation Results (IER)	respective schools for secondary and respective district schools for elementary	September 2, 2024
Online Submission of Initial Evaluation (IER) by the PSDS for Elementary and School Head for Secondary (<i>with applicants' personal information</i>) email to depedcdo.personnel@deped.gov.ph bit.ly/DownloadSampleIER		September 2, 2024
District-wide Evaluation and Interview will be done by the District Selection Committee for Elementary School	respective district schools for elementary	September 09, 2024
School Evaluation and Interview will be done by the School Selection Committee for Secondary School	respective schools for secondary	
Submission of the following documents to the Division Office: a.) Initial Evaluation Results b.) Certification of Posting of IER c.) Comparative Assessment Results d.) Minutes of Ranking		September 10, 2024



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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 and Chairman of the School Selection Committee for Secondary School	Division Office	<i>to be posted on a separate memorandum</i>
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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
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
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

CAA-MFN / DM – announcement of vacant teaching positions for promotion
August 19, 2024



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 14 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 I	18	46,725	Bachelor of Secondary Education (BSED) 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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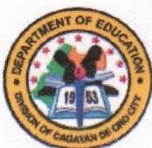
Office of the Schools Division Superintendent

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 **August 29, 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)
(Service Record and COE is c/o Admin Office for DepEd CDO Employee/s)
- 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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