



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



Office of the Schools Division Superintendent

25 October 2024

DIVISION MEMORANDUM
No. 832 s.2024

ANNOUNCEMENT OF VACANT SCHOOL ADMINISTRATOR 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

- The field is hereby informed of the vacancy of school administrator positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
- ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement16-2024** before **November 3, 2024**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
- 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	October 26, 2024 to November 4, 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>

- No additional documents will be accepted after 5:00 PM on **November 4, 2024**.
- Enclosed in this Memorandum are the following:
 - Submission and Receipt of Application documents
 - Vacancy Announcements
- 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.



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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	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant school administrator positions
October 8, 2024



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Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. 872 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 secured inside a long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before **5:00 pm of November 4, 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 valid and updated PRC license/ID, *if applicable*
 - D. Photocopy of **Certificate of Eligibility** / Rating,
 - E. Photocopy of scholastic / academic record such as but not limited to **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 **Relevant Experience** ; Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
 - H. Photocopy of last approved **Appointment** and **Assignment/Designation Order**,
 - I. Photocopy of **Performance Rating** in the **last rating period(s) 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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Office of the Schools Division Superintendent

Enclosure 2 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 16 s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: HEAD TEACHER I (ELEMENTARY)	Salary Grade:14 Monthly Salary: Php 35,434.00
Item No: 1) OSEC-DECSB-HTEACH1-660023-2002	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

2) Preferred Qualifications

Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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VACANCY ANNOUNCEMENT

No. 16.a s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Secondary

POSITION PROFILE

Position: HEAD TEACHER I (SECONDARY)	Salary Grade:14 Monthly Salary: Php 35,434.00
Item No: 1) OSEC-DECSB-HTEACH1-660032-2016	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

2) Preferred Qualifications

Education	BSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 16.b s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Elementary

POSITION PROFILE

Position: HEAD TEACHER II (ELEMENTARY)	Salary Grade:15 Monthly Salary: Php 38,413.00
Item No: 1) OSEC-DECSB-HTEACH2-660040-2022 2) OSEC-DECSB-HTEACH2-660041-2022	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

3) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 1 year; or TIC for 1 year; or Teacher for 4 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training

4) Preferred Qualifications

Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	BET/BLET/RA 1080 (Teacher)
Trainings	Relevant trainings



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 16.c s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: HEAD TEACHER III (ELEMENTARY)	Salary Grade:16 Monthly Salary: Php 41,616.00
Item No: 1) OSEC-DECSB-HTEACH3-660481-1998 2) OSEC-DECSB-HTEACH3-660495-1998 3) OSEC-DECSB-HTEACH3-660479-1998	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

2) Preferred Qualifications

Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 16.d s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Secondary

POSITION PROFILE

Position: HEAD TEACHER III (SECONDARY)	Salary Grade:16 Monthly Salary: Php 41,616.00
Item No: 1) OSEC-DECSB-HTEACH3-660502-1998	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

3) CSC Prescribed Qualifications

Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	HT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

4) Preferred Qualifications

Education	BSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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VACANCY ANNOUNCEMENT

No. 16.e s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Secondary

POSITION PROFILE

Position: HEAD TEACHER V (SECONDARY)	Salary Grade:18 Monthly Salary: Php 49,015.00
Item No: 1. OSEC-DECSB-HTEACH5-660001-2018	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

5) CSC Prescribed Qualifications

Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	HT for 4 years; or MT for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

6) Preferred Qualifications

Education	BSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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VACANCY ANNOUNCEMENT
No. 16.f s. 2024

DIVISION:	School Division of Cagayan de Oro City
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: School Principal I (Elementary)	Salary Grade:19 Monthly Salary: Php 53,873.00
Item No: 1) OSEC-DECSB-SP1-660027-2014 2) OSEC-DECSB-SP1-660573-2010 3) OSEC-DECSB-SP1-660576-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

2) Preferred Qualifications

Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings



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VACANCY ANNOUNCEMENT
No. 16.g s. 2024

DIVISION:	DepED Cagayan de Oro City
DIVISION /UNIT:	Secondary

POSITION PROFILE

Position: School Principal I (SECONDARY)	Salary Grade:19 Monthly Salary: Php 53,873.00
Item No: 1) OSEC-DECSB-SP1-660613-2010 2) OSEC-DECSB-SP1-660616-2010 3) OSEC-DECSB-SP1-660608-2010 4) OSEC-DECSB-SP1-660610-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

2) Preferred Qualifications

Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings



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VACANCY ANNOUNCEMENT
No. 16.h s. 2024

DIVISION:	School Division of Cagayan de Oro
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: School Principal II (ELEMENTARY)	Salary Grade: 20 Monthly Salary: Php 60,157.00
Item No: 1. OSEC-DECSB-SP2-660369-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

2) Preferred Qualifications

Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training



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VACANCY ANNOUNCEMENT
No. 16.i s. 2024

DIVISION:	School Division of Cagayan de Oro
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: School Principal II (SECONDARY)	Salary Grade: 20 Monthly Salary: Php 60,157.00
Item No: 1. OSEC-DECSB-SP2-660304-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

3) CSC Prescribed Qualifications

Education	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in Education + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

4) Preferred Qualifications

Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 16.j s. 2024

DIVISION:	School Division of Cagayan de Oro
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: School Principal III (ELEMENTARY)	Salary Grade: 21 Monthly Salary: Php 67,005.00
Item No: 1) OSEC-DECSB-SP3-660273-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes

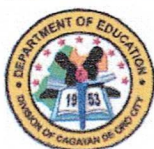
QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education + 6 units of Management
Experience	2 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

2) Preferred Qualifications

Education	With 36 Leadership and Management units in doctoral degree
Experience	2 years as Principal or 1 year as Principal II
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training



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