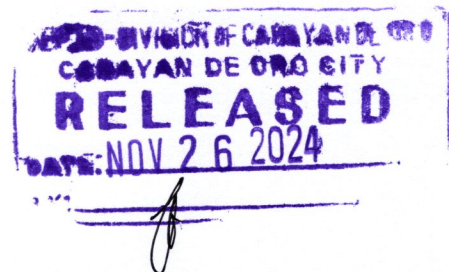




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 November 2024

DIVISION MEMORANDUM
No. 932 s.2024

ANNOUNCEMENT OF VACANT RELATED-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

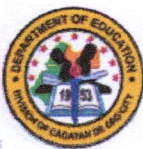
1. The field is hereby informed of the vacancy of related-teaching positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement18-2024** before **December 06, 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	Schools Division Office of Cagayan de Oro City – Receiving Section	November 26, 2024 to December 06, 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 will be accepted after 5:00 PM on **December 06, 2024.**



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@dep.gov.ph
Website: <https://depedcdo.net/>

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Office of the Schools Division Superintendent

5. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
6. 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.
7. In adherence to Equal Employment Opportunity Principle (EEOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-004-OSDS-PERSONNEL-CAA / announcement of vacant related-teaching positions

November 22, 2024



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. 962 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 December 06, 2024**. *Kindly include the position with the Plantilla Item No. 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**
 - I. Photocopy of **Assignment/Designation Order**,
 - J. 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,
 - K. 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.
 - L. 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**.



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. 932 s. 2024

VACANCY ANNOUNCEMENT

No. 18 s. 2024

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

POSITION PROFILE

Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade: 16 Monthly Salary: Php 41,616.00
Item No: 1) OSEC-DECSB-EPS2-660097-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

QUALIFICATIONS

A) 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	R.A.1080 (Teacher) ; Career Service (Professional) Appropriate Eligibility for Second Level Position



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 18.1 s. 2024

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

POSITION PROFILE	
Position: EDUCATION PROGRAM SPECIALIST II (Deployed for ALS)	Salary Grade: 16 Monthly Salary: Php 41,616.00
Item No: 1.) OSEC-DECSB-EPS2-660096-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To provide basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.	
QUALIFICATIONS	
A) 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	R.A.1080 (Teacher) ; Career Service (Professional) Appropriate Eligibility for Second Level Position
B) Preferred Qualifications	
Education	
Experience	Highly developed interpersonal skills to be able to deal with a wide range of individuals from varied backgrounds Creative/resourceful, Energetic Networking/Organizing, Advocacy & Social Mobilization Resource Generation
Trainings	
Eligibility	