



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

Office of the Schools Division Superintendent



14 Jan 2025

DIVISION MEMORANDUM
No. 32 s.2025

SCHEDULE OF FINAL EVALUATION AND INTERVIEW FOR
LEVEL I NON-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. Pursuant to Division Memorandum No. 30 & 31 s. 2025, titled "Initial Evaluation Results (IER) for level I Non-Teaching position," dated January 14, 2025, the field is hereby informed of the scheduled **Final Evaluation and Interview** for the following related-teaching positions:

DATE	TIME	POSITION	NO. OF QUALIFIED APPLICANTS
January 21, 2024 (Tuesday)	8:00 a.m. to 5:00 p.m.	Administrative Aide I (Utility Worker I)	8
		Watchman I	10
		Administrative Aide III (Utility Worker II)	14
		Administrative Aide IV (Driver II)	13
		Administrative Aide IV (Communication Equipment Operator I)	7

2. Panel Interview will be conducted at the CTD Office, 2nd Floor DepEd – Schools Division Office of Cagayan de Oro.

3. **DepEd Order No. 7, s. 2023** (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) will be used as the basis for document evaluation and interview.

4. All applicants must wear appropriate attire during the interview

5. 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.



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6. 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-015-OSDS-PERSONNEL-CAA/schedule of final evaluation and interview for level I – non teaching positions
January 14, 2025