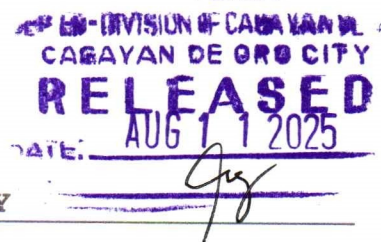




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 Aug 2025

DIVISION MEMORANDUM
No. 663 s.2025

ANNOUNCEMENT OF VACANT SCHOOL ADMINISTRATOR POSITION

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 school administrator position anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education and **DepEd Order No. 21, s. 2024** (Amendments to DepEd Order No. 07, s. 2023).

2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement07-2025** before **August 22, 2025**. 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	Division Office of Cagayan de Oro City – Receiving Section	August 11 to 22, 2025
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	August 27, 2025
Final Evaluation and Interview	Division Office of Cagayan de Oro City –	September 03, 2025

4. NO additional documents shall be accepted after **August 22, 2025**.

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
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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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.: 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

DM-048 OSDS-PERSONNEL-CAA / announcement of vacant school administrator position
August 18, 2025



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. 063 s. 2025

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 not later than **5:00 PM on August 22, 2025**. *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).
 - 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**.



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. 663s. 2025

VACANCY ANNOUNCEMENT
No. 09 s. 2025

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

POSITION PROFILE	
Position: ASSISTANT SCHOOL PRINCIPAL II	Salary Grade: 19 Monthly Salary: Php 56,390.00
Item No: 1) OSEC-DECSB-ASP2-660021-2016 2) OSEC-DECSB-ASP2-660022-2016	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
For Academics • Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school; • Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects; • Makes integrated recommendations regarding class assignment of the teachers, loading and class programs to the Principal; • Coaches and mentors the teaching staff of the school; • Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and • Reports to the Principal/School Head

QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience	2 years of relevant experience
Eligibility	R.A.1080 (Teacher)
Trainings	8 hours of relevant training
2) Preferred Qualifications	
Education	
Experience	
Eligibility	In addition to CSC Prescribed Qualification NQESH
Trainings	NEAP, Leadership, Management / SBM Trainings