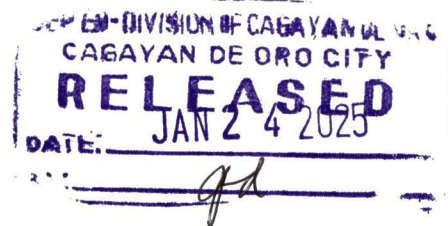




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 Jan 2025

DIVISION MEMORANDUM

No. 68 s.2025

ANNOUNCEMENT OF VACANT TEACHING POSITIONS FOR PROMOTION

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 vacant teaching positions anchored on **DepEd Order No. 66, s. 2007** Re: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions

2. The following are the schools with their respective vacant teaching positions and corresponding item numbers:

NO.	PLANTILLA ITEM NO. (published before December 21, 2024)	POSITION	SCHOOL ASSIGNMENT
1	OSEC-DECSB-TCH2-660113-2014	Teacher II	Agusan ES
2	OSEC-DECSB-TCH2-660028-2003	Teacher II	Angeles Sisters NHS
3	OSEC-DECSB-TCH2-664430-1998	Teacher II	Bayabas ES
4	OSEC-DECSB-TCH3-663866-1998	Teacher III	Bongbongon ES
5	OSEC-DECSB-TCH3-660006-2000	Teacher III	Bulua NHS
6	OSEC-DECSB-TCH2-660051-2018	Teacher II	Camaman-an ES
7	OSEC-DECSB-TCH2-660025-2003	Teacher II	CDONHS - Junior High
8	OSEC-DECSB-TCH2-660026-2003	Teacher II	
9	OSEC-DECSB-TCH2-660442-2019	Teacher II	
10	OSEC-DECSB-TCH3-660442-2014	Teacher III	
11	OSEC-DECSB-TCH2-664418-1998	Teacher II	City Central School
12	OSEC-DECSB-TCH2-664972-1998	Teacher II	
13	OSEC-DECSB-TCH2-664388-1998	Teacher II	
14	OSEC-DECSB-TCH3-663925-1998	Teacher III	Cugman ES



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15	OSEC-DECSB-TCH3-660465-2014	Teacher III	Dansolihon ES
16	OSEC-DECSB-TCH2-660114-2010	Teacher II	East City CS
17	OSEC-DECSB-TCH3-660214-2010	Teacher III	
18	OSEC-DECSB-TCH3-663881-1998	Teacher III	
19	OSEC-DECSB-TCH3-663979-1998	Teacher III	
20	OSEC-DECSB-TCH3-660021-2007	Teacher III	Gusa ES
21	OSEC-DECSB-TCH3-660454-2014	Teacher III	Gusa NHS - X
22	OSEC-DECSB-TCH3-664008-1998	Teacher III	Iponan ES
23	OSEC-DECSB-TCH2-662569-1998	Teacher II	Macasandig ES
24	OSEC-DECSB-TCH2-660040-2018	Teacher II	
25	OSEC-DECSB-TCH3-660208-2010	Teacher III	Mambuaya ES
26	OSEC-DECSB-TCH3-660439-2012	Teacher III	Mambuaya NHS
27	OSEC-DECSB-TCH3-660172-2010	Teacher III	North City CS
28	OSEC-DECSB-TCH3-660499-2021	Teacher III	PN Roa Sr. ES
29	OSEC-DECSB-TCH2-660104-1999	Teacher II	West City CS
30	OSEC-DECSB-TCH2-660366-2021	Teacher II	
31	OSEC-DECSB-TCH3-660126-2002	Teacher III	
32	OSEC-DECSB-TCH3-660132-2008	Teacher III	
33	OSEC-DECSB-TCH3-663923-1998	Teacher III	

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	January 24, 2025 to February 04, 2025
Deadline for Submission of Application Documents		February 04, 2025
Posting of Initial Evaluation Results (IER)	respective schools	February 07, 2025
Online Submission of Initial Evaluation (IER) by the School Head (<i>with applicants' personal information</i>) email to depedcdo.personnel@deped.gov.ph bit.ly/DownloadSampleIER		February 07, 2025



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School Evaluation and Interview will be done by the School Selection Committee	respective schools	February 10, 2025
Submission of the following documents: a.) Initial Evaluation Results b.) Certification of School Posting of IER c.) School Comparative Assessment Results d.) Minutes of Ranking (email to <i>depedcdo.personnel@deped.gov.ph</i>)		February 11, 2025
Final Deliberation of the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman of the School Selection Committee	Division Office	February 13, 2025

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



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

Office of the 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-020-OSDS-PERSONNEL-CAA / announcement of vacant teaching positions for promotion
January 24, 2025



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Department of Education
REGION X
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Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2025

VACANCY ANNOUNCEMENT
No. 03 s. 2025

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II	12	29,165	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 (Teacher
Teacher II	12	29,165	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher
Teacher III	13	31,320	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher
Teacher III	13	31,320	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 (Teacher



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Enclosure 2 for Division Memorandum No. ____ s. 2025

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 schools on or before **5:00 pm** of **February 04, 2025**. *Kindly include the position with the school you are applying for.*

- A. **Letter of Intent** (addressed to **School Head**)
- B. Duly accomplished **updated 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 (Appointment/Service Records/Assignment/Designation Order).
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
- F. Photocopy of **Certificate of Outstanding Accomplishments**:
 - f.a.) Outstanding Employee Award
 - f.b.) Innovations (*Innovative work plan properly documented, approved by immediate chief, and attested by authorized regional/ division official*)
 - f.c.) Research and Development Projects (*Research Paper*)
 - f.d.) Publication/Authorship (*certification and article*)
 - f.e.) Consultant Resource Speaker in Training and Seminars
- 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 training and seminars** attended.
- I. Omnibus Statement as to truthfulness, authenticity, and veracity of documents submitted