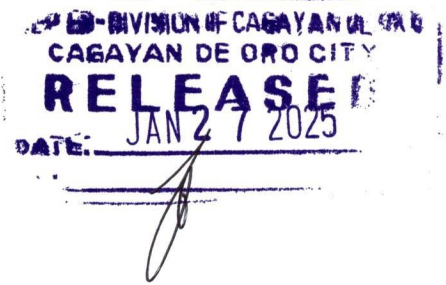




Republic of the Philippines  
**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**



Office of the Schools Division Superintendent

24 Jan 2025

DIVISION MEMORANDUM  
No. 74 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 **MEC Order No. 10, s. 1997** Re: Implementing Rules and Regulations for the System of Career Progression for Public School Teachers.
2. The following are the schools with their respective vacant Elementary Master Teacher positions and corresponding item numbers:

| NO. | PLANTILLA ITEM NO.<br>(published before December 21, 2024) | POSITION          | SCHOOL/ DISTRICT                           |
|-----|------------------------------------------------------------|-------------------|--------------------------------------------|
| 1   | <b>OSEC-DECSB-MTCHR1-660020-2002</b>                       | Master Teacher I  | San Simon ES - <b>West II</b>              |
| 2   | <b>OSEC-DECSB-MTCHR1-661350-1998</b>                       | Master Teacher I  | Pagalungan ES - <b>SouthWest I</b>         |
| 3   | <b>OSEC-DECSB-MTCHR1-660006-2001</b>                       | Master Teacher I  | Tagpangi ES - <b>SouthWest I</b>           |
| 4   | <b>OSEC-DECSB-MTCHR1-661326-1998</b>                       | Master Teacher I  | Upper Tignapoloan ES - <b>SouthWest II</b> |
| 5   | <b>OSEC-DECSB-MTCHR2-660496-1998</b>                       | Master Teacher II | Bayanga ES - <b>SouthWest II</b>           |
| 6   | <b>OSEC-DECSB-MTCHR2-660561-1998</b>                       | Master Teacher II | Bayabas ES - <b>North II</b>               |

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 <b>district schools</b> | January 27, 2025, to February 05, 2025 |



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@depd.gov.ph](mailto:cagayandeoro.city@depd.gov.ph)  
Website: <https://depdcdo.net/>

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Republic of the Philippines  
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|                                                                                                                                                                                                                                                                                                          |                                    |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|
| Deadline for Submission of Application Documents                                                                                                                                                                                                                                                         |                                    | <b>February 05, 2025</b> |
| Posting of Initial Evaluation Results (IER)                                                                                                                                                                                                                                                              | respective <b>district schools</b> | February 07, 2025        |
| Online Submission of Initial Evaluation (IER) by the PSDS ( <i>with applicants' personal information</i> ) email to <b><a href="mailto:depedcdo.personnel@deped.gov.ph">depedcdo.personnel@deped.gov.ph</a></b><br><b><a href="http://bit.ly/DownloadSampleIER">bit.ly/DownloadSampleIER</a></b>         |                                    | February 07, 2025        |
| District-wide Evaluation and Interview will be done by the District Selection Committee                                                                                                                                                                                                                  | respective <b>district schools</b> | February 12, 2025        |
| Submission of the following documents:<br>a.) Initial Evaluation Results<br>b.) Certification of School Posting of IER<br>c.) School Comparative Assessment Results<br>d.) Minutes of Ranking<br>(email to <b><a href="mailto:depedcdo.personnel@deped.gov.ph">depedcdo.personnel@deped.gov.ph</a></b> ) |                                    | February 13, 2025        |
| Final Deliberation of the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman of the District Selection Committee                                                                                                                                                | Division Office                    | <b>February 14, 2025</b> |

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.





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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.: As stated

Reference: None

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

EVALUATION      POSITIONS      RECRUITMENT      SELECTION

DM-021-OSDS-PERSONNEL-CAA / announcement of vacant teaching positions for promotion  
January 24, 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. \_\_\_\_ s. 2025

**VACANCY ANNOUNCEMENT**  
**No. 04 s. 2025**

| POSITION<br>TITLE       | SALARY<br>GRADE | MONTHLY<br>SALARY | QUALIFICATION STANDARDS                                                                                                                                                                                   |                  |                                      |                     |
|-------------------------|-----------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|---------------------|
|                         |                 |                   | EDUCATION                                                                                                                                                                                                 | TRAINING         | EXPERIENCE                           | ELIGIBILITY         |
| Master<br>Teacher I     | 18              | 46,725            | Bachelor of<br>Elementary<br>Education (BEED)<br>or Bachelor's<br>Degree plus 18<br>professional units<br>in Education and<br>18 units for<br>Master's Degree<br>in Education or<br>its equivalent        | None<br>Required | 3 years of<br>relevant<br>experience | RA 1080<br>(Teacher |
| Master<br>Teacher<br>II | 19              | 51,357            | Bachelor of<br>Elementary<br>Education (BEEEd)<br>or Bachelor's<br>degree plus 18<br>professional units<br>in Education, and<br>24 units<br>for a Master's<br>degree in<br>Education or its<br>equivalent | None<br>Required | 3 years of<br>relevant<br>experience | RA 1080<br>(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 **District Central School where the school with the vacancy belongs** on or before **5:00 pm of February 05, 2025**.  
*Kindly include the position with the school you are applying for.*

- A.** Letter of Intent (*addressed to **DISTRICT Head (PSDS)***)
- B.** Duly accomplished 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  
(*Assignment/ Designation Order*)  
(*for internal applicants, there is no need to submit a Service Record and Certificate of Employment*)
- F.** Photocopy of outstanding accomplishments:
  - f.a.) Introduced any of the following which has been adopted or used by the school or district:
    - Curriculum or instructional materials
    - Effective Teaching Strategy
    - Simplification of Work
    - Income Generating Project
  - f.b.) Subject Coordinator or Grade Chairman
  - f.c.) Chairman of Special Committee
  - f.d.) Educational Research
  - f.e.) Coordinator of Community Project
  - f.f.) Organized / Managed In-Service Activity
  - f.g.) Meritorious Achievement of any of the following:
    - Trainer / Coach to contestants who receive prizes, commendations or any form of recognition
    - Athletic Coach of athletes or teams who won prizes
    - Coordinator of BSP / GSP Activities
  - f.h.) Authorship (*Certification and Article*)
- 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/s and seminars attended.
- I.** Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted.