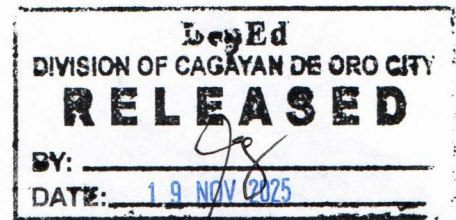




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



19 Nov 2025

DIVISION MEMORANDUM

No. 1063 s.2025

ANNOUNCEMENT OF VACANT RELATED TEACHING 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 Public Schools District Supervisor 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/43CMedq before **December 02, 2025**. Once an applicant has successfully registered, a confirmation email containing the Application Code will be sent to the applicant's email 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	November 19, 2025, to December 02, 2025
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Evaluation and Interview	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>



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
Website: <https://depdcdo.net/>



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4. NO additional documents shall be accepted after **December 02, 2025**.
5. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
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.: None

Reference: As stated

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

APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

DM-057-OSDS-PERSONNEL-KPY/ announcement of vacant level ii non-teaching positions
November 17, 2025



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Enclosure 1 for Division Memorandum No. ____ 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 white folder secured inside a long brown envelope to the Receiving Section of DepED Cagayan de Oro City not later than **5:00 PM** on **December 02, 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 2025) 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,
 - ei. Photocopy of Certificate of GPA or General Weighted Average (GWA).
 - 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**.

Enclosure 2 for Division Memorandum No. ____ s. 2025



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 12 s. 2025

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

POSITION PROFILE	
PUBLIC SCHOOLS DISTRICT SUPERVISOR	Salary Grade:22 Monthly Salary: Php 78,162.00
1. OSEC-DECSB-PSDS-660084-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To provide schools and learning centers in a district with relevant and timely service through • The conduct of instructional supervision • Provision of technical assistance in school management and curriculum implementation • Establishing a conducive physical environment for learners and school workers • Sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Master's relevant in Education or other relevant master's degree
Trainings	16 hours of relevant training
Experience	5 years cumulative experience in instructional supervision and school management
Eligibility	RA 1080(Teacher)/PBET