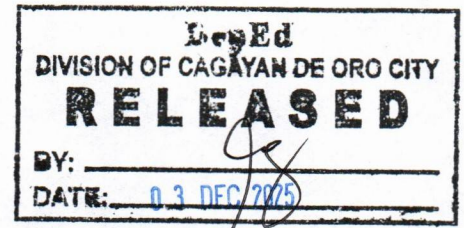




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

1 Dec 2025

DIVISION MEMORANDUM

No. 1106 s.2025

ANNOUNCEMENT OF VACANT HIGHER TEACHING POSITION

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CTD and SGOD Personnel
All Others Concerned

1. The field is hereby informed of the vacancy of higher teaching positions anchored on **DepEd Order No. 20, s. 2024** Re: Guidelines on the Recruitment, Selection, and Appointment to higher teaching positions.
2. The following are the vacant item numbers with their corresponding Schools that will receive applications:

NO.	PLANTILLA ITEM NO.	SCHOOL ASSIGNMENT	SCHOOLS RECEIVING APPLICATIONS
1	OSEC-DECSB-SPET1-660047-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
2	OSEC-DECSB-SPET1-660048-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
3	OSEC-DECSB-SPET1-660049-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
4	OSEC-DECSB-SPET1-660050-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
5	OSEC-DECSB-SPET1-660051-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
6	OSEC-DECSB-SPET1-660052-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
7	OSEC-DECSB-SPET1-660053-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
8	OSEC-DECSB-SPET1-660054-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
9	OSEC-DECSB-SPET1-660055-2025	Elementary School (New Item)	WEST I (WEST CITY CS)
10	OSEC-DECSB-SPET1-660005-2018	West City Central School	WEST I (WEST CITY CS)
11	OSEC-DECSB-SPET1-660002-2015	Fr. William SJ Masterson ES	WEST I (Fr. William SJ Masterson ES)
12	OSEC-DECSB-SPET1-660013-2018	Pagatpat Elementary School	WEST II (Pagatpat Elementary School)
13	OSEC-DECSB-SPET1-660018-2018	Bulua Central School	WEST II (BULUA CS)
14	OSEC-DECSB-SPET1-660021-2018	Iponan Elementary School	WEST II (Iponan Elementary School)
15	OSEC-DECSB-SPET1-660056-2025	Lapasan National High School	EAST I (Lapasan NHS)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro Cit
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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16	OSEC-DECSB-SPET1-660057-2025	Pedro Oloy N Roa Sr. NHS	WEST II (Pedro Oloy N Roa Sr. NHS)
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3. ALL interested applicants are required to register online thru <https://tinyurl.com/mr28avdf> before **December 11, 2025**. Upon successful registration, applicants will receive a confirmation email containing their Application Code.
4. The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Deadline of Submission of Application Documents	Identified schools receiving applications	December 11, 2025
Initial Evaluation	Designated sub-committee	December 12 to 15, 2025
Submission of Initial Evaluation (IER) by West City Central, email to: depedcdo.personnel@deped.gov.ph https://tinyurl.com/3eevsy3x		December 15, 2025
Posting of Initial Evaluation Results (IER) by HRMO	Schools Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Conduct of Classroom Observation/Demonstration Teaching (COI) and Portfolio Assessments (NCOI)		<i>December 15-17, 2025</i>
Final Deliberation and Interview of the Division Human Resource Merit Promotion Selection Board (HRMPSB)		<i>To be announced on separate Memorandum</i>

5. NO additional documents shall be accepted after December 11, 2025.
6. Individual who failed to submit complete mandatory documents (Items a to l) on the set deadline indicated in enclosure no. 2 shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item no. m) shall not warrant exclusion from the pool of official applicants.



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Republic of the Philippines
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7. Enclosed in this Memorandum are the following:
 - a. CSC Prescribe Qualification Standards
 - b. Submission and Receipt of Application documents
 - c. Designated Sub-Committee
8. 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.
9. 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.
10. 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

KAB/ DM – announcement of vacant higher teaching positions
December 1, 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. 1106 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 where vacancy exist (*Please see Item No. 2 for the identified receiving schools*) **on or before December 11, 2025, at 12:00 PM.** Kindly include the position and level (Elementary/Secondary) that you are applying for.

- A.** Letter of Intent addressed to the SDS containing the following information:
 - i. Statement of purpose/ expression of interest; and
 - ii. Learning area/ subject group they intend to teach, if applicable;
- B.** Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2025) and Work Experience Sheet.
- C.** Photocopy of Voter's ID and/ or any proof of residency;
- D.** Photocopy of Valid and updated PRC License/ID;
- E.** Photocopy of Certificate of Board Rating;
- F.** Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- G.** Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable; (*Service Record and COE is c/o Admin Office for DepEd CDO Employee/s*)
- H.** Photocopy of latest appointment (for those applying for promotion);
- I.** Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- J.** Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- K.** Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- L.** 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), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- M.** Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.



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. 1104 s. 2025

VACANCY ANNOUNCEMENT
No. 13 s. 2025

DIVISION:	Schools Division Office of Cagayan de Oro City
DIVISION/UNIT:	Please see official memo
POSITION PROFILE	
SPECIAL EDUCATION TEACHER – I	Salary Grade: 14 Monthly Salary: Php 37,024.00
Please see official memo	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
A Special Education Teacher educates children who face physical, mental, emotional and learning disabilities. Will be responsible for teaching groups of students with mild or moderate disabilities. Develop teaching plans according to students' learning needs. Modify existing curriculum on basic subjects (e.g. math, writing) to meet each student's learning requirements and build individual lesson plans tailored to their specific needs. Discuss with parents and support staff about important matters that might impede students' progress. Help and inspire children to achieve important learning milestones.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Education with specialization in Special Education
Trainings	None Required
Experience	None Required
Eligibility	RA 1080 (Teacher)



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

Office of the Schools Division Superintendent
Enclosure 3 for Division Memorandum No. 1106s. 2025

DESIGNATED SUB-COMMITTEE

DISTRICT	MEMBERS/CHAIRPERSON
WEST I	<u>Chairperson:</u> SHIRLEY A. MERIDA <u>Members:</u> EDGARDO O. YAÑEZ JINNEFER D. ESPINA LEONORA B. ALINSUB MARCELO Q. MABALOS RICO I. CAGAPE
WEST II	<u>Chairperson:</u> MARIFE A. RAMOS <u>Members:</u> MARIA LODEL C. DAABAY PEDRITA R. JORDAN GEMMA ETHEL B. ONG MELBA S. OMANDAM CHERRY LOU P. LANZADERAS
EAST I (LAPASAN NHS)	<u>Chairperson:</u> MARGIE G. ANDRADE <u>Members:</u> MARIA DEL T. MAGALLANO MANUEL L. LINCARO, JR. ELIZER O. TERUEL FERDINAND L. VINCO, JR. JOEL R. LARIBA
WEST II (PEDRO OLOY NATIONAL HIGH SCHOOL)	<u>Chairperson:</u> MARIFE A. RAMOS <u>Members:</u> ROWENA A. TABOCLAON MACAPANGCAT U. MAMA, JR. SOLA VIOLETTA L. MENDOZA MARISA D. CAYETUNA LOVE C. MANDAWA AILEEN E. MAGHUYOP