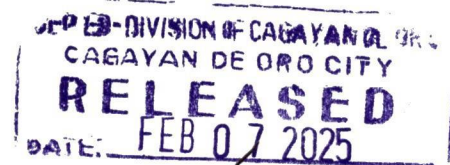




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

07 Feb 2025

DIVISION MEMORANDUM

No. 126 s.2025

ANNOUNCEMENT OF VACANT SCHOOL ADMINISTRATOR POSITIONS

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 positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

2. ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement03-2025** before **February 18, 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	February 07, 2025 to February 18, 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>

4. NO additional documents shall be accepted after **February 18, 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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Republic of the Philippines
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Office of the Schools Division Superintendent

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	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

DM-026-OSDS-PERSONNEL-CAA / announcement of vacant school administrator positions
February 07, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

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 folder secured inside a long brown envelope to the Receiving Section of DepED Cagayan de Oro City not later than **5:00 PM on February 18, 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. ____ s. 2025

VACANCY ANNOUNCEMENT
No. 05 s. 2025

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

POSITION PROFILE	
Position: HEAD TEACHER I (ELEMENTARY)	Salary Grade:14 Monthly Salary: Php 37,024.00
Item No: 1) OSEC-DECSB-HTEACH1-660035-2008 2) OSEC-DECSB-HTEACH1-660027-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
2) Preferred Qualifications	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 05.a s. 2025

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

POSITION PROFILE	
Position: HEAD TEACHER I (SECONDARY)	Salary Grade:14 Monthly Salary: Php 37,024.00
Item No: 1) OSEC-DECSB-HTEACH1-660031-2016 2) OSEC-DECSB-HTEACH1-660046-2002 3) OSEC-DECSB-HTEACH1-660012-2010 4) OSEC-DECSB-HTEACH1-660030-2016	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
2) Preferred Qualifications	
Education	BSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 15.b s. 2025

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

POSITION PROFILE	
Position: HEAD TEACHER II (ELEMENTARY)	Salary Grade:15 Monthly Salary: Php 40,208.00
Item No: 1) OSEC-DECSB-HTEACH2-660146-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
3) CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 1 year; or TIC for 1 year; or Teacher for 4 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training
4) Preferred Qualifications	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	PBET/BLET/RA 1080 (Teacher)
Trainings	Relevant trainings



Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 05.c s. 2025

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

POSITION PROFILE	
Position: HEAD TEACHER III (ELEMENTARY)	Salary Grade:16 Monthly Salary: Php 43,560.00
Item No: 1) OSEC-DECSB-HTEACH3-660482-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
2) Preferred Qualifications	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



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. 05.d s. 2025

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

POSITION PROFILE	
Position: HEAD TEACHER III (SECONDARY)	Salary Grade:16 Monthly Salary: Php 43,560.00
Item No: 1) OSEC-DECSB-HTEACH3-660003-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS	
3) CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	HT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
4) Preferred Qualifications	
Education	BSSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings



Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 05.e s. 2025

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

POSITION PROFILE	
Position: School Principal I (Elementary)	Salary Grade:19 Monthly Salary: Php 56,390.00
Item No: 1) OSEC-DECSB-SP1-660601-2010 2) OSEC-DECSB-SP1-660583-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education
Experience	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
2) Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 05.f s. 2025

DIVISION:	DepED Cagayan de Oro City
DIVISION /UNIT:	Secondary

POSITION PROFILE	
Position: School Principal I (SECONDARY)	Salary Grade:19 Monthly Salary: Php 56,390.00
Item No: 1) OSEC-DECSB-SP1-660035-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS	
1) CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
2) Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings



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

Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 05.g s. 2025

DIVISION:	School Division of Cagayan de Oro
DIVISION /UNIT:	Elementary

POSITION PROFILE

Position: School Principal II (ELEMENTARY)	Salary Grade: 20 Monthly Salary: Php 62,967.00
Item No: 1. OSEC-DECSB-SP2-660299-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in Education + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

2) Preferred Qualifications

Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT
No. 05.h s. 2025

DIVISION:	School Division of Cagayan de Oro
DIVISION / UNIT:	Elementary

POSITION PROFILE	
Position: School Principal II (SECONDARY)	Salary Grade: 20 Monthly Salary: Php 62,967.00
Item No: 1. OSEC-DECSB-SP2-660301-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
3) CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in Education + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
4) Preferred Qualifications	
Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training