



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ED-DIVISION OF CAGAYAN DE ORO CITY

CAGAYAN DE ORO CITY

RELEASED

DATE: JUN 11 2025

10 Jun 2025

DIVISION MEMORANDUM

No. 452 s.2025

ADDENDUM / CORRIGENDUM TO DM NO. 442 S. 2025
ANNOUNCEMENT OF VACANT LEVEL II NON-TEACHING 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. With reference to Division Memorandum No. 442, s. 2025, Re: Announcement of vacant level II non-teaching positions.
2. **DepEd Order No. 07, s. 2023** (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) will be used as the basis for document evaluation and interview for vacancies in Level II Non-Teaching positions.
3. For positions requiring Performance Rating, Section 20(i) of DO 007, s. 2023 shall be clarified such that the applicant must submit a photocopy of the **Performance Rating covering one-year complete performance rating period acquired in the current or latest position prior to the date of submission.** For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively.
4. Performance Rating of at least **Very Satisfactory** in the last rating period covering one (1) complete performance cycle (January-December for applicants from Schools Division Office, and School Year for applicants from schools) in the current position.
5. To relieve applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required under Section 20(j) of DO 007, s. 2023, shall no longer be required to be notarized.



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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. 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-039-OSDS-PERSONNEL-CAA / addendum / corrigendum to dm no. 442 s. 2025
June 10, 2025