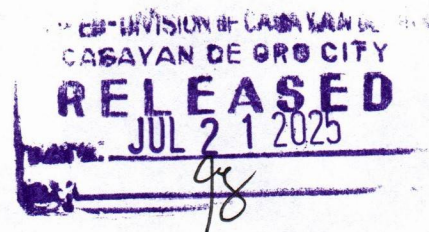




Republic of the Philippines  
Department of Education  
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 Jul 2025

DIVISION MEMORANDUM

No. 574 s.2025

SCHEDULE OF FINAL EVALUATION AND INTERVIEW FOR  
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. In reference to Division Memorandum No. **562**, s. 2025, titled "Initial Evaluation Results (IER) for Level II Non-Teaching Positions," dated July 16, 2025, the field is hereby informed of the scheduled **Final Evaluation and Interview** for the following positions:

| DATE                             | TIME                      | POSITION                                                           | NO. OF QUALIFIED APPLICANTS |
|----------------------------------|---------------------------|--------------------------------------------------------------------|-----------------------------|
| <b>July 25, 2025</b><br>(Friday) | 8:00 a.m. to<br>5:00 p.m. | Administrative Officer IV                                          | <b>10</b>                   |
| <b>July 25, 2025</b><br>(Friday) |                           | Administrative Officer II (Batch 1)<br>Family Name - <b>A to I</b> | <b>188</b>                  |
| <b>July 28, 2025</b><br>(Monday) | 9:00 a.m. to<br>5:00 p.m. | Administrative Officer II (Batch 2)<br>Family Name - <b>J to Z</b> | <b>187</b>                  |

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.

3. Panel Interview will be conducted at the 2nd Floor, Board Room, New Building, DepEd – Schools Division Office of Cagayan de Oro City, Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City.

4. All applicants must wear appropriate attire during the interview



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5. In adherence to Equal Employment Opportunity Principle (EEOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-047-OSDS-PERSONNEL-CAA/ schedule of final evaluation and interview for level II non-teaching positions  
July 21, 2025