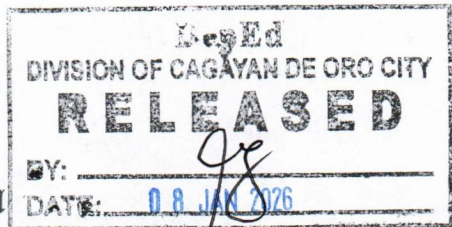




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 Jan 2026

DIVISION MEMORANDUM
No. 21 s.2026

ADDENDUM ON THE SUBMISSION OF DOCUMENTARY REQUIREMENTS TO
SUPPORT THE APPOINTMENT FOR THE APPROVED RECLASSIFICATION OF
ELEMENTARY SCHOOL TEACHING POSITION – BATCH 2 PURSUANT TO
EXPANDED CAREER PROGRESSION SYSTEM

TO: Assistant Schools Division Superintendent
All Administrative Officer II
All Concerned
This Division

1. Please be informed that the Department of Budget and Management (DBM) has approved the implementation of the reclassification of the following partial teachers in Elementary School Teaching Position pursuant to Expanded Career Progression System to wit:

No.	NAME	SCHOOL	FROM	TO
1	JABUNAN, SUSANA IGAR	AGUSAN ELEMENTARY SCHOOL	T1	T4
	NOTHING FOLLOWS	NOTHING FOLLOWS		

2. The above-mentioned teachers are directed to claim their Notice of Appointment at the Division Office – Personnel Section on January 9, 2026, starting at 8:00 a.m., and to ensure that no disruption of classes occurs.
3. Administrative Officer II namely Efren B. Facun – Legislative District 1 and Beatriz G. Alilin Legislative District 2 are directed to facilitate the release of NOA at the Personnel Section.
4. AO IIs in their respective assigned schools must attend the release of the NOA for orientation purposes.
5. All Non-Teaching Personnel involved on the specified dates are entitled to overtime after office hours, which shall be credited as Compensatory Time Off (CTO) in accordance with CSC-DBM Joint Circular No. 2, s. 2004 (“Non-Monetary Remuneration for Overtime Services Rendered”), as amended by CSC-DBM Joint Circular No. 2-A, s. 2005, and other applicable policies on CTO/Compensatory Overtime Credit (COC).



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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6. Schedule as follows:

Date: January 9, 2025

Time: 9:00 am

Venue: Fr. William Masterson Elem. School

7. Submit and comply with the following required documents (**Submit on long bond paper. Do not staple, clip, or otherwise fasten**) for the processing of their appointment on or before **January 16, 2026**, to wit:

- Fully accomplished CS Form 212 (Personal Data Sheet) (**revised 2025**) handwritten or computerized with **LATEST Passport size ID pictures with name and signature – 3 original copies (back to back)**
- Work Experience Sheet - (**3 original copies**)
- Panunumpa sa Katungkulan (SS Porma Blg. 32 Narebisa 2025) – **3 original copies**
- Assumption to Duty (CS Form No. 4 Revised 2025) - **3 original copies**
- Position Description Form (CSC Form No. 4 Revised 2017) - **3 original copies**
- PRC/PBET - **3 photocopies**
- Valid Professional License (Issued by PRC) - **3 photocopies**
- Transcript of Record - **2 photocopies**
- LATEST IPCRF (SY 2024-2025) - **1 photocopy**
- Last Approved Appointment - **1 photocopy**

8. Kindly arrange the documents accordingly and have it check to your Assigned Administrative Officer II, such documents are to be certified by the AO II of the completeness and proper arrangement before you submit to the Personnel Section.

9. To access the downloadable forms kindly visit the link provided:

tiny.cc/FormsCDO

10. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



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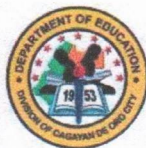
11. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM RECLASS
January 8, 2026

Competence
Diligence
Outstanding Integrity



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