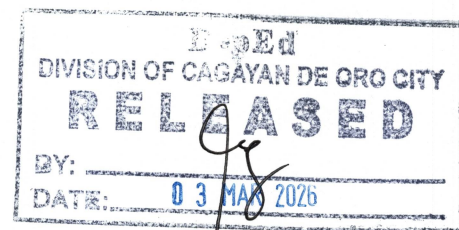




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

02 Mar 2026

DIVISION MEMORANDUM

No. 245 s.2026

SUBMISSION OF DOCUMENTS FOR SELECTION OF DISTRICT IN-CHARGE

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

1. The field is hereby informed of the selection of School Principal aspirants who will be designated as District In-charge for the additional 10 districts.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **March 11, 2026** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE".
3. Evaluation of documents and Interview by the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Division Office will be on **March 26, 2026, 1:00 p.m.** at the 2nd floor, Board Room, DepEd - Division of Cagayan de Oro.
4. **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education. will be used as basis for document evaluation and interview.
5. Enclosed in this Memorandum are the following:
 - a.) Submission and Receipt of Application documents
 - b.) CSC Minimum Qualification Standard (QS)
6. This office directs the immediate and wide dissemination of this memorandum

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

APPOINTMENT

EMPLOYMENT

EVALUATION

PROMOTIONS

RECRUITMENT

SELECTION

DM-078-OSDS-PERSONNEL-CAA / submission of documents for selection of district in-charge
March 02, 2026



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Enclosure 1 for Division Memorandum No. ____ s. 2026

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 March 11, 2026**. *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**.



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DIVISION OF CAGAYAN DE ORO CITY

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SEnclosure 2 for Division Memorandum No. ____ s. 2026

CSC MINIMUM QUALIFICATION STANDARD (QS)

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION/UNIT:	Select District School

POSITION PROFILE

PUBLIC SCHOOLS DISTRICT SUPERVISOR

JOB DESCRIPTION

To provide schools and learning centers in a district with relevant and timely service through

- The conduct of instructional supervision
- Provision of technical assistance in school management and curriculum implementation
- Establishing a conducive physical environment for learners and school workers
- Sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

QUALIFICATIONS

1) CSC Prescribed Qualifications

Education	Master's Degree in Education or other relevant master's degree
Experience	5 years cumulative experience in instructional supervision and school management
Trainings	16 hours of relevant training
Eligibility	RA 1080 (Teacher)