



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



Office of the Schools Division Superintendent

09 June 2026

DIVISION MEMORANDUM
No. 530 s.2026

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. The field is hereby informed of the vacant Level 2 Non-teaching 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/CDOVacancyAnnouncement06-2026 before **June 19, 2026**. Upon successful registration, applicants will receive a confirmation email containing their Application Code.

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	June 09, 2026 to June 19, 2026
Posting of Initial Evaluation Results (IER)	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>
Final Deliberation and Interview	Division Office of Cagayan de Oro City –	<i>To be announced on separate Memorandum</i>

4. All interested applicants shall submit **one (1) set** of documents for every position they are applying for. **Only photocopies** of documents shall be submitted.



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5. Applicants who failed to submit complete mandatory documents (**Enclosure No.1, Items A to J**) on the set deadline in the official memorandum shall not be included in the pool of official applicants.
6. NO additional documents shall be accepted after **June 19, 2026**. All submitted application documents shall not be returned.
7. Applicants assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item J) duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification and shall cause the filing of administrative or criminal case against the person concerned.
8. Enclosed in this Memorandum are the following:
 1. Submission and Receipt of Application documents
 2. Vacancy Announcements
9. 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.
10. 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.
11. 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-109-OSDS-PERSONNEL-CAA / announcement of vacant level 2 non-teaching positions
June 09, 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**, fastened in a clean, unmarked folder to the Receiving Section of DepED Cagayan de Oro City on or before **June 19, 2026**, not later than **5:00 PM**. *Kindly indicate in your letter of intent the position applied for and the corresponding office/unit.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2025) 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,
 - ei. Photocopy of Certificate of GPA or General Weighted Average (GWA).
 - 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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Enclosure 2 for Division Memorandum No. ____ s. 2026

VACANCY ANNOUNCEMENT
No. 07 s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (Legal Unit)

POSITION PROFILE	
Position: LEGAL ASSISTANT I	Salary Grade: 10 Monthly Salary: Php 26,917.00
Item No: OSEC-DECSB-LEA1-660008-2026	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BS in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses*
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Professional) / Second Level Eligibility
B. Preferred Qualifications	
Education	Preferably with at least units of Bachelor of Laws
	Excellent written and verbal communication skills
	Basic knowledge in computer operation such as Microsoft Office,
	Excel, PowerPoint, use of the internet



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VACANCY ANNOUNCEMENT
No. 07.a s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (Administrative Unit - Procurement)

POSITION PROFILE

Position: ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: Php 31,705.00
Item No: OSEC-DECSB-ADOF2-660007-2026	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (POs) and other agreement documents in the Schools Division Office (SDO), specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Trainings	None Required
Experience	None Required
Eligibility	Career Service (Professional) / Second Level Eligibility

B. Preferred Qualifications

Education	
Trainings	4 hours relevant training
Experience	1 year relevant experience in Procurement
Eligibility	



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VACANCY ANNOUNCEMENT
No. 07.a s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (Administrative Unit - Procurement)

POSITION PROFILE

Position: ADMINISTRATIVE OFFICER IV	Salary Grade: 15 Monthly Salary: Php 42,178.00
Item No: OSEC-DECSB-ADOF4-660006-2026	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

The Administrative Officer IV oversees and manages the full procurement cycle in the Schools Division Office (SDO), ensuring that all activities, from planning and bidding to contract administration and monitoring are compliance with RA 12009, its implementing Rules and Regulations (IRR), and related procurement guidelines. The position is in-charge of the Procurement Unit, supervises staff, coordinates closely with end-users and Bids and Awards Committee (BAC), ensures transparency, accountability, and efficiency in all procurement transactions. By integrating procurement planning, process management, contract oversight, and performance evaluation, the AOIV safeguards public resources, mitigates risks, and delivers timely, quality goods and services to support the SDO's operational and educational objectives.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Trainings	4 hours relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Professional) / Second Level Eligibility

B. Preferred Qualifications

Education	
Trainings	8 hours relevant training
Experience	2 year relevant experience in Procurement
Eligibility	



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VACANCY ANNOUNCEMENT
No. 07.b s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Office of the Schools Division Superintendent (Administrative Unit – Personnel Section)

POSITION PROFILE	
Position: ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	Salary Grade: 15 Monthly Salary: Php 42,178.00
Item No: OSEC-DECSB-ADOF4-660040-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree
Trainings	4 hours relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Professional) / Second Level Eligibility
B. Preferred Qualifications	
Education	Bachelor's Degree relevant to the job
Trainings	
Experience	
Eligibility	