



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

30 Jan 2026

DIVISION MEMORANDUM

No. 95 s.2026

ANNOUNCEMENT OF VACANT SCHOOL ADMINISTRATOR 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 vacancy of school administrator 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/CDOVacancyAnnouncement01-2026 before **February 12, 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	February 02 to 12, 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 **February 12, 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 EMPLOYMENT EVALUATION POSITIONS
PROMOTIONS RECRUITMENT SELECTION

DM-075-OSDS-PERSONNEL-CAA / announcement of vacant school administrator positions
January 30, 2026



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Enclosure 1 for Division Memorandum No. 95 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 on or before **February 12, 2026**, not later than **5:00 PM**. *Kindly indicate in your letter of intent the position applied for.*
 - 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,
 - 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. 75 s. 2026

VACANCY ANNOUNCEMENT
No. 01 s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Elementary Schools

POSITION PROFILE	
Position: SCHOOL PRINCIPAL I (ELEMENTARY)	Salary Grade:19 Monthly Salary: Php 59,153.00
Item No: 1. OSEC-DECSB-SP1-660579-2010 2. OSEC-DECSB-SP1-660580-2010 3. OSEC-DECSB-SP1-660603-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
Experience	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.
Eligibility	R.A.1080, as amended (Teacher)
Trainings	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years.
B. Preferred Qualifications	
Education	
Experience	
Eligibility	NQESH/NASH
Trainings	



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VACANCY ANNOUNCEMENT

No. 01.a s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Secondary Schools

POSITION PROFILE	
Position: SCHOOL PRINCIPAL I (SECONDARY)	Salary Grade:19 Monthly Salary: Php 59,153.00
Item No: 1. OSEC-DECSB-SP1-660618-2010 2. OSEC-DECSB-SP1-660610-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
Experience	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.
Eligibility	R.A.1080, as amended (Teacher)
Trainings	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
B. Preferred Qualifications	
Education	
Experience	
Eligibility	NQESH/NASH
Trainings	



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VACANCY ANNOUNCEMENT
No. 01.b s. 2026

DIVISION:	School Division of Cagayan de Oro City
DIVISION/UNIT:	Elementary School

POSITION PROFILE

Position: SCHOOL PRINCIPAL III (ELEMENTARY)	Salary Grade: 21 Monthly Salary: Php 73,303.00
Item No: 1. OSEC-DECSB-SP3-660277-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

QUALIFICATIONS

B. CSC Prescribed Qualifications

Education	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management
Experience	5 years teaching experience and 3 years experience in school management and operations.
Eligibility	R.A.1080, as amended (Teacher)
Trainings	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years