



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

DEPARTMENT OF EDUCATION
CAGAYAN DE ORO CITY

RELEASED

DATE: 10 OCT 03 2022

Office of the Schools Division Superintendent

03 October 2022

DIVISION MEMORANDUM

No. 392 s.2022

ANNOUNCEMENT OF VACANT POSITIONS

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 vacancies of Level II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **October 24, 2022** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. DepEd Order No. 42, s. 2007 (P-I) and DepEd Order No. 66, s. 2007 Level II (SPET I) will be used as basis for document evaluation and interview.
4. 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.
5. 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.
6. This office directs the immediate and wide dissemination of this memorandum.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
EMPLOYMENT
EVALUATION
POSITIONS
PROMOTIONS
RECRUITMENT
SELECTION

CAA / DM – announcement of vacant positions
October 03, 2022



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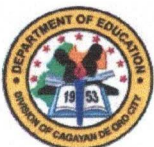
October 03, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	DIVISION OFFICE
POSITION PROFILE	
Position: SPECIAL EDUCATION TEACHER I (Elementary)	Salary Grade:14 Monthly Salary: 32, 321.00
Item No: OSEC-DECSB-SPET1-660003-2018 (East City CS) OSEC-DECSB-SPET1-660003-2016 (PN Roa Sr. ES) OSEC-DECSB-SPET1-660006-2013 (West City CS) OSEC-DECSB-SPET1-660015-2018 (Indahag ES)	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Education with specialization in Special Education
Experience	None required
Eligibility	R.A.1080 (LET/PBET)
Trainings	None required

APPLICATION PROCEDURE

- Submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope.
 - Letter of Intent (addressed to **DR. CHERRY MAE L. LIMBACO-REYES**, Schools Division Superintendent)
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>
 - Photocopy of Certificate of Eligibility/rating/license.
 - Photocopy of Performance ratings in the last three (3) rating periods (if applicable)
 - Photocopy of Certificate of relevant experience/employment (Assignment/Designation Order).
 - Photocopy of Certificate of outstanding accomplishments:
 - Outstanding Employee Award
 - Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - Research and Development Projects (Research Paper)
 - Publication/Authorship (certification and article)
 - Consultant Resource Speaker in Trainings and Seminars
 - Photocopy of Transcript of Records & Certification if CAR (Bachelor's Degree / Masteral Degree / Doctorate Degree)
 - Photocopy of Certificate of relevant trainings and seminars attended.
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
 - Refer to **DepEd Order No. 66, S. 2007** entitled "**The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions**".
 - Bring all original documents for verification purposes
 - NO additional documents shall be submitted after deadline of submission.



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DIVISION OF CAGAYAN DE ORO CITY

October 03, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan De Oro

POSITION PROFILE	
Position: School Principal I (SECONDARY)	Salary Grade:19 Monthly Salary: 49,835.00
Item No: OSEC-DECSB-SP1-660616-2010 OSEC-DECSB-SP1-660029-2014	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	BSED or Bachelor's degree with 18 professional education units
Experience	HT for 1 year; or TIC or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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- A. Letter of Intent (addressed to **DR. CHERRY MAE L. LIMBACO-REYES**, Schools Division Superintendent)
- B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014/02/21-09-28-23.pdf> files category: 561-personnel-data-sheet-revised-2017.html
- C. Photocopy of Certificate of Eligibility/rating/license.
- D. Photocopy of Performance ratings in the last three (3) rating periods (if applicable)
- E. Photocopy of Certificate of relevant experience/employment (Assignment/Designation Order).
- F. Photocopy of Certificate of outstanding accomplishments:
 - f.a.) Outstanding Employee Award
 - f.b.) Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - f.c.) Research and Development Projects (research paper)
 - f.d.) Publication/Authorship (certification and article)
 - f.e.) Consultant Resource Speaker in Trainings and Seminars
- G. Photocopy of Transcript of Records & Certification if CAR (Bachelor's Degree / Masteral Degree / Doctorate Degree)
- H. Photocopy of Certificate of relevant trainings and seminars attended
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Refer to DepEd Order No. 42, S. 2007 entitled "The Revised Guidelines on Selection, Promotion and Designation of School Heads".
- Bring all original documents for verification purposes
- NO additional documents shall be submitted after deadline of submission.



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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office

POSITION PROFILE

Position: School Principal I (ELEMENTARY)	Salary Grade:19 Monthly Salary: 49,835.00
Item No: OSEC-DECSB-SP1-660577-2010	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	BEED or Bachelor's degree with 18 professional education units
Experience	HT for 1 year; or TIC or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training

B. Preferred Qualifications

Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
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