



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



Office of the Schools Division Superintendent

11 October 2022

DIVISION MEMORANDUM

No. 399 s.2022

ANNOUNCEMENT OF VACANT POSITION

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 vacancy in Level II position (Public Schools District Supervisor).
2. Deadline for the submission of documents shall be on or before 5 o'clock of **November 02, 2022** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE".
3. Posting of Division Selection Line-up will be from **November 04 to 21, 2022**.
4. Final Evaluation of documents and Interview by the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Division Office will be on **November 23, 2022**, 8:30 a.m. at the 2nd floor Coop Bldg., DepEd - Division of Cagayan de Oro.
5. DepEd Order No. 66, s. 2007 entitled "The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" will be used as basis for document evaluation and interview.
6. 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.
7. 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.
8. This office directs the immediate and wide dissemination of this memorandum.


CHERRY MAE E. 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 position
October 11, 2022



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REGION X
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October 11, 2022

VACANCY ANNOUNCEMENT

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

POSITION PROFILE

Position: PUBLIC SCHOOLS DISTRICT SUPERVISOR	Salary Grade:22 Monthly Salary: 69,963.00
Item No: OSEC-DECSB-PSDS-660129-1998 OSEC-DECSB-PSDS-660131-1998	Benefits: Refer to the Summary of Compensation and other Benefits

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

A. 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
Eligibility	R.A.1080 (Teacher)
Trainings	16 hours of relevant training

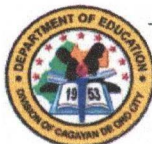
B. Preferred Qualifications

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

APPLICATION PROCEDURE

1. Submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **NOVEMBER 02, 2022**. Kindly include the position with the corresponding office/unit you are applying for.

- 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/Service Records).
- Photocopy 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 (certification and research paper)
 - Publication/Authorship (certification and article)
 - Consultant Resource Speaker in Trainings and Seminars
- Photocopy of Transcript of Records & Certification (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



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