



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

ED DIVISION OF CAGAYAN DE ORO CITY

**RELEASED**

DATE: **NOV 08 2022**

**Office of the Schools Division Superintendent**

**08 November 2022**

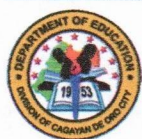
DIVISION MEMORANDUM

No. 429 s.2022

**SUBMISSION OF DOCUMENTS FOR SELECTION AS SCHOOL IN-CHARGE**

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

1. The field is hereby informed of the selection of Teacher III aspirants who will be designated as SICs in select secondary public schools.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **November 11, 2022** "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 **November 14, 2022, 2:00 p.m.** at the 2<sup>nd</sup> floor Coop Bldg., DepEd - Division of Cagayan de Oro.
4. **DepEd Order No. 42, s. 2007** entitled "The Revised Guidelines on Selection, Promotion and Designation of School Heads" will be used as basis for document evaluation and interview.
5. 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:
  - 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.
  - 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)

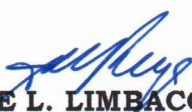


**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

**Telephone:** (08822)-8550048

**Email:** cagayandeoro.city@deped.gov.ph

- 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 (*Bachelor's Degree / Masteral Degree / Doctorate Degree*)
  - H.** Photocopy of Certificate of relevant trainings and seminars attended.
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 L. LIMBACO - REYES**  
Schools Division Superintendent

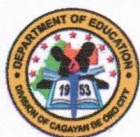
Encl.: As stated

Reference: As stated

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

DESIGNATION  
EVALUATION  
SELECTION

CAA-MFN / DM – submission of documents  
November 08, 2022



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