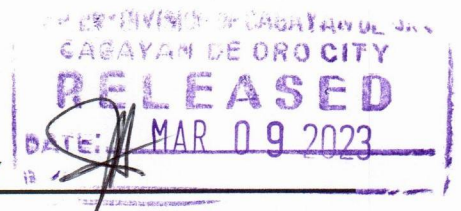




Republic of the Philippines
Department of Education
 REGION X
 DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

07 March 2023

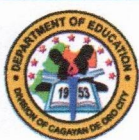
DIVISION MEMORANDUM
 No. 102 s.2023

ANNOUNCEMENT OF VACANT TEACHING 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 following are the schools with their respective vacant teaching positions and corresponding item numbers.

SECONDARY SCHOOLS		
SCHOOL	POSITION	PLANTILLA ITEM NO,
Agusan NHS	Teacher II	OSEC-DECSB-TCH2-660160-2001
	Teacher III	OSEC-DECSB-TCH3-662320-1998
Angeles Sisters NHS	Teacher II	OSEC-DECSB-TCH2-660052-2018
Bayabas NHS	Teacher III	OSEC-DECSB-TCH3-660834-2019
	Teacher III	OSEC-DECSB-TCH3-660066-2005
CDO NHS - Jr. High	Teacher III	OSEC-DECSB-TCH3-660459-2021
	Teacher II	OSEC-DECSB-TCH2-660095-1999
	Teacher II	OSEC-DECSB-TCH2-660034-2010
	Teacher II	OSEC-DECSB-TCH2-660092-1999
Canitoan NHS	Teacher II	OSEC-DECSB-TCH2-660033-2010
Gusa RSHS	Teacher II	OSEC-DECSB-TCH2-660061-2018
	Teacher II	OSEC-DECSB-TCH2-660143-2008
	Teacher II	OSEC-DECSB-TCH2-660101-2014
	Teacher II	OSEC-DECSB-TCH2-660087-2005
Kauswagan NHS	Teacher III	OSEC-DECSB-TCH3-660815-2019
Lapasan NHS	Teacher III	OSEC-DECSB-TCH3-660118-2010
Macabalan NHS	Teacher III	OSEC-DECSB-TCH3-660060-2000
Mambuaya NHS	Teacher III	OSEC-DECSB-TCH3-660002-2002
	Teacher III	OSEC-DECSB-TCH3-660136-2001
Pedro Oloy N. Roa Sr. NHS	Teacher III	OSEC-DECSB-TCH3-660800-2019
Puerto NHS	Teacher III	OSEC-DECSB-TCH3-660531-2016
Taglimao NHS	Teacher III	OSEC-DECSB-TCH3-660434-2021
Tagpangi NHS	Teacher II	OSEC-DECSB-TCH2-660095-2014

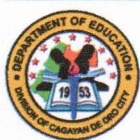


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
 Telephone: (08822)-8550048
 Email: cagayandeoro.city@deped.gov.ph

ELEMENTARY SCHOOLS		
SCHOOL	POSITION	PLANTILLA ITEM NO,
Bayabas ES	Teacher III	OSEC-DECSB-TCH3-660028-2007
Bonbon ES	Teacher III	OSEC-DECSB-TCH3-660494-2014
	Teacher III	OSEC-DECSB-TCH3-660494-2014
Bongbongon ES	Teacher III	OSEC-DECSB-TCH3-660123-2002
	Teacher III	OSEC-DECSB-TCH3-660796-2019
Bugo CS	Teacher III	OSEC-DECSB-TCH3-660472-2012
Bulua CS	Teacher III	OSEC-DECSB-TCH3-660491-2014
	Teacher III	OSEC-DECSB-TCH3-660155-2018
	Teacher III	OSEC-DECSB-TCH3-664030-1998
	Teacher III	OSEC-DECSB-TCH3-660057-2005
	Teacher II	OSEC-DECSB-TCH2-660113-1999
Camaman-an ES	Teacher III	OSEC-DECSB-TCH3-664090-1998
	Teacher III	OSEC-DECSB-TCH3-663942-1998
Canitoan ES	Teacher III	OSEC-DECSB-TCH3-664017-1998
City CS	Teacher III	OSEC-DECSB-TCH3-664106-1998
	Teacher III	OSEC-DECSB-TCH3-664036-1998
	Teacher III	OSEC-DECSB-TCH3-660170-2010
	Teacher II	OSEC-DECSB-TCH2-664388-1998
	Teacher II	OSEC-DECSB-TCH2-660123-2012
Consolacion ES	Teacher III	OSEC-DECSB-TCH3-663911-1998
Cugman ES	Teacher III	OSEC-DECSB-TCH3-660192-2010
Dunggoan IS	Teacher III	OSEC-DECSB-TCH3-660782-2019
East CCS	Teacher III	OSEC-DECSB-TCH3-660147-2002
Kauswagan CS	Teacher II	OSEC-DECSB-TCH2-664351-1998
Lumbia CS	Teacher III	OSEC-DECSB-TCH3-660499-2016
Puerto ES	Teacher II	OSEC-DECSB-TCH2-660048-2018
South CCS	Teacher II	OSEC-DECSB-TCH2-664327-1998
Tablon ES	Teacher III	OSEC-DECSB-TCH3-660045-2005
	Teacher II	OSEC-DECSB-TCH2-664783-1998
Upper Carmen ES	Teacher III	OSEC-DECSB-TCH3-663891-1998
West CCS	Teacher III	OSEC-DECSB-TCH3-664009-1998
	Teacher II	OSEC-DECSB-TCH2-660116-2012
	Teacher II	OSEC-DECSB-TCH2-660121-2014
	Teacher II	OSEC-DECSB-TCH2-660110-2014
	Teacher II	OSEC-DECSB-TCH2-664893-1998

2. Concerned School Heads are to designate a School Personnel Officer who will be responsible for posting the vacancies at three (3) conspicuous places within and outside the school premises from **March 8-28, 2023**. After which, he/she shall accept letters of intent with supporting documents from interested applicants.

3. Interested applicants from other schools in this division may submit their letter of intent to the concerned school heads. Deadline for submission of applications on or before **5:00 p.m. of March 28, 2023**.



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4. Applicants are expected to submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder/envelope:

- A. Letter of Intent (*addressed to School Head*)
- 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/2014-02-21-08-28-23/pdf-files/category/861-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 (*Bachelor's Degree / Masteral Degree / Doctorate Degree*) and Certification (*if CAR not reflected in TOR*)
- H. Photocopy of Certificate of relevant trainings and seminars attended.
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

5. The designated School Personnel Officer will then conduct a preliminary evaluation of applicant documents on **March 29, 2023** which shall generate a School Selection Line-up to be certified by the School Principal

6. Posting of School Selection Line-up will be on **March 30, 2023**.

7. School Evaluation and Interview will be done by the School Selection Committee on **April 14, 2023**, at their respective schools.

8. **DepEd Order No. 66, s. 2007** shall be used as basis for document evaluation and interview.

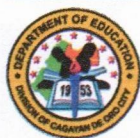
9. On **April 17, 2023**. The concerned School Heads are directed to submit the following documents to the Division Office:

- a.) Selection Line-up
- b.) Certification of Posting of Selection Line-up
- c.) School Rank List
- d.) Minutes of Ranking

10. **Final Evaluation** of documents by the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman of School Selection Committee will be announced on separate memorandum.

11. 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.

12. 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.



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13. This office directs the immediate and wide dissemination of this memorandum.


CHERRY MAE L. LIMBACO - REYES

Schools Division Superintendent

Encl.: None

Reference: As stated

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

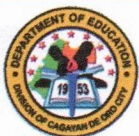
APPOINTMENT
PROMOTIONS

EMPLOYMENT
RECRUITMENT

EVALUATION
SELECTION

POSITIONS

CAA-MFN / DM – announcement of vacant teaching positions
March 07, 2023



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