



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



Office of the Schools Division Superintendent

08 June 2023

DIVISION MEMORANDUM
No. 253 s.2023

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 anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education
2. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **June 23, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. 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.
4. 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.
5. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION
PROMOTIONS	RECRUITMENT	SELECTION

CAA-MFN / DM – announcement of vacant positions
June 08, 2023



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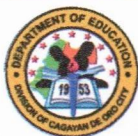


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

08 June 2023

VACANCY ANNOUNCEMENT
No. 05 s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / ELEMENTARY
POSITION PROFILE	
Position: ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: 27,000.00
Item No: OSEC-DECSB-ADOF2-660134-2021 OSEC-DECSB-ADOF2-660019-2020 OSEC-DECSB-ADOF2-660038-2016	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	Bachelor's degree relevant to the job
Experience	None required
Trainings	None required
Eligibility	Career Service Professional (Second Level Eligibility)



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08 June 2023

VACANCY ANNOUNCEMENT

No. 06 s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / SGOD
POSITION PROFILE	
Position: PROJECT DEVELOPMENT OFFICER I	Salary Grade: 11 Monthly Salary: 27,000.00
Item No: OSEC-DECSB-PDO1-660025-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
<ul style="list-style-type: none">Perform technical tasks in the implementation and monitoring of the youth formation programs at the Division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the Division level.	
QUALIFICATIONS	
D. CSC Prescribed Qualifications	
Education	Bachelor's Degree relevant to the Job
Experience	None Required
Eligibility	Career Service (Professional) / Second Level Eligibility
Trainings	None Required



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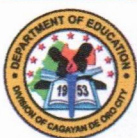
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08 June 2023

VACANCY ANNOUNCEMENT

No. 07 s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / SGOD
POSITION PROFILE	
Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade: 16 Monthly Salary: 39,672.00
Item No: OSEC-DECSB-EPS2-660098-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
<ul style="list-style-type: none">▪ To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.▪ To assist districts and schools/learning centers in the implementation of an M&E system monitor their progress.	
QUALIFICATIONS	
C. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Eligibility	RA 1080 ; Career Service (Professional) Appropriate Eligibility for Second Level Position
Trainings	4 hours of relevant training



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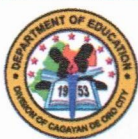
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08 June 2023

VACANCY ANNOUNCEMENT

No. 08 s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / CTD
POSITION PROFILE	
Position: PUBLIC SCHOOLS DISTRICT SUPERVISOR	Salary Grade: 22 Monthly Salary: 71,511.00
Item No: OSEC-DECSB-PSDS-660129-1998	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 <ul style="list-style-type: none">• 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	
B. 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



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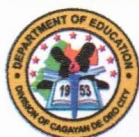
Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

08 June 2023

VACANCY ANNOUNCEMENT

No. 09s. 2023

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	SDO – CAGAYAN DE ORO / CTD
POSITION PROFILE	
EDUCATION PROGRAM SUPERVISOR	Salary Grade: 22 Monthly Salary: 71,511.00
1. OSEC-DECSB-EPSVR-660078-2010 2. OSEC-DECSB-EPSVR-660071-2010 3. OSEC-DECSB-EPSVR-660082-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
<ul style="list-style-type: none">▪ To provides technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.▪ To provide technical assistance to the schools in curriculum implementation, instructional supervision, and learning materials development and quality assurance.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's degree in education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant trainings



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SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall 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 **June 23, 2023**. *Kindly include the position with the corresponding office/unit you are applying for.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - C. Photocopy of valid and updated PRC license/ID, *if applicable*
 - D. Photocopy of Certificate of Eligibility / Rating, *if applicable*
 - 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, *if applicable*
 - F. Photocopy of Certificate/s of Training, *if applicable*
 - G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - H. Photocopy of latest appointment, *if applicable*
 - 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, *if applicable*
 - 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), notarized by authorized official. *Download it here v*
bit.ly/ChecklistofRequirementsandOmnibusSwornStatement
 - 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:
 - 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, and
 - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, *if applicable*
2. ALL interested applicants are required to register online thru bit.ly/CDOVacancyAnnouncement2-2023 before **June 23, 2023**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached on the left side of the applicant's folder upon submission.

