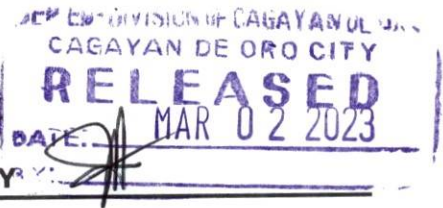




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

01 March 2023

DIVISION MEMORANDUM
No. 88 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.
2. Deadline for the submission of documents shall be on or before **5 o'clock** in the afternoon of **March 22, 2023** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. **DepEd Order No. 42, s. 2007** Re: The Revised Guidelines on Selection, Promotion and Designation of School Heads 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

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
March 01, 2023



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Email: cagayandeoro.city@deped.gov.ph



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

01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE

Position: HEAD TEACHER I (SECONDARY)	Salary Grade:14 Monthly Salary: 33,843.00
Item No: OSEC-DECSB-HTEACH1-660030-2016 OSEC-DECSB-HTEACH1-660012-2010	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

QUALIFICATIONS

A. CSC Prescribed Qualifications

Education	BSED or Bachelor's degree w/ 18 Prof units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training

B. Preferred Qualifications

Education	BSED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

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 **March 22, 2023**.

Kindly include the position with the corresponding office/unit you are applying for.

- 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/2014-02-21-08-28-23-pdf-files/category:861-personnel-data-sheet-revised-2017.html>
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- 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 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 / Masteral / Doctorate Degree)
- H. Photocopy of Certificate of relevant trainings and seminars attended.
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted



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

01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: HEAD TEACHER I (ELEMENTARY)	Salary Grade:14 Monthly Salary: 33,843.00
Item No: OSEC-DECSB-HTEACH1-660024-2002 OSEC-DECSB-HTEACH1-660035-2008 OSEC-DECSB-HTEACH1-660049-2011	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations..	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree w/ 18 Prof units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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DIVISION OF CAGAYAN DE ORO CITY

01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: HEAD TEACHER III (ELEMENTARY)	Salary Grade:16 Monthly Salary: 39,672.00
Item No: OSEC-DECSB-HTEACH3-660495-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree w/ 18 Prof units in Education
Experience	HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: School Principal I (SECONDARY)	Salary Grade:19 Monthly Salary: 51,357.00
Item No: OSEC-DECSB-SP1-660615-2010 OSEC-DECSB-SP1-660616-2010 OSEC-DECSB-SP1-660033-2014	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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01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: School Principal I (ELEMENTARY)	Salary Grade:19 Monthly Salary: 51,357.00
Item No: OSEC-DECSB-SP1-660607-2010	Benefits: Refer to the Summary of Compensation and other Benefits
OSEC-DECSB-SP1-660579-2010	
OSEC-DECSB-SP1-660592-2010	
OSEC-DECSB-SP1-660603-2010	
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
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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01 March 2023

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: School Principal III (ELEMENTARY)	Salary Grade:21 Monthly Salary: 63,997.00
Item No: OSEC-DECSB-SP3-660274-2010	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 conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree with 18 professional education units + 6 units of Management
Experience	2 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 36 Leadership and Management units in doctoral degree
Experience	2 years as Principal or 1 year as Principal II
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

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