



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



Office of the Schools Division Superintendent

29 January 2024

DIVISION MEMORANDUM

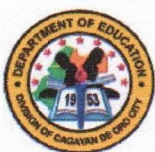
No. 63 s.2024

ANNOUNCEMENT OF VACANT TEACHING POSITIONS

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

- The field is hereby informed of the vacant teaching positions anchored on **DepEd Order No. 66, s. 2007** Re: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.
- The following are the schools with their respective vacant teaching positions and corresponding item numbers.

Position Title	Plantilla Item No.	School Name
Teacher II	OSEC-DECSB-TCH2-660144-2012	Agusan ES
Teacher III	OSEC-DECSB-TCH3-660465-2012	
Teacher II	OSEC-DECSB-TCH2-660029-2010	Agusan NHS
Teacher III	OSEC-DECSB-TCH3-660459-2012	
Teacher III	OSEC-DECSB-TCH3-660109-2002	
Teacher III	OSEC-DECSB-TCH3-660162-2018	Angeles Sisters NHS
Teacher III	OSEC-DECSB-TCH3-660448-2012	
Teacher III	OSEC-DECSB-TCH3-660222-2008	Balulang ES
Teacher II	OSEC-DECSB-TCH2-664975-1998	
Teacher III	OSEC-DECSB-TCH3-660488-2012	Bayabas ES
Teacher III	OSEC-DECSB-TCH3-660177-2010	
Teacher II	OSEC-DECSB-TCH2-662549-1998	Bayabas NHS
Teacher II	OSEC-DECSB-TCH2-660114-2012	
Teacher III	OSEC-DECSB-TCH3-662319-1998	Bongbongon ES
Teacher II	OSEC-DECSB-TCH2-660143-2012	Bugo CS
Teacher II	OSEC-DECSB-TCH2-660133-2008	
Teacher III	OSEC-DECSB-TCH3-664073-1998	



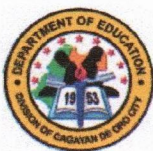
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Teacher II	OSEC-DECSB-TCH2-660093-2010	Bulua CS
Teacher II	OSEC-DECSB-TCH2-660113-1999	
Teacher II	OSEC-DECSB-TCH2-664967-1998	
Teacher III	OSEC-DECSB-TCH3-663967-1998	
Teacher III	OSEC-DECSB-TCH3-660056-2005	
Teacher III	OSEC-DECSB-TCH3-660055-2005	
Teacher III	OSEC-DECSB-TCH3-663958-1998	
Teacher III	OSEC-DECSB-TCH3-660492-2014	
Teacher III	OSEC-DECSB-TCH3-660200-2010	Bulua NHS
Teacher III	OSEC-DECSB-TCH3-660145-2008	
Teacher III	OSEC-DECSB-TCH3-664046-1998	Camaman-an ES
Teacher III	OSEC-DECSB-TCH3-664088-1998	
Teacher III	OSEC-DECSB-TCH3-660508-2012	
Teacher III	OSEC-DECSB-TCH3-664002-1998	Camp Evang ES
Teacher II	OSEC-DECSB-TCH2-660113-2012	Carmen NHS
Teacher II	OSEC-DECSB-TCH2-660368-2021	CDO NHS - Junior High
Teacher III	OSEC-DECSB-TCH3-660066-2000	
Teacher II	OSEC-DECSB-TCH2-660099-2010	City Central School
Teacher II	OSEC-DECSB-TCH2-660381-2021	
Teacher II	OSEC-DECSB-TCH2-664420-1998	
Teacher II	OSEC-DECSB-TCH2-664381-1998	
Teacher II	OSEC-DECSB-TCH2-664402-1998	
Teacher II	OSEC-DECSB-TCH2-664895-1998	
Teacher III	OSEC-DECSB-TCH3-663943-1998	
Teacher III	OSEC-DECSB-TCH3-664032-1998	
Teacher III	OSEC-DECSB-TCH3-663879-1998	
Teacher III	OSEC-DECSB-TCH3-660195-2010	
Teacher II	OSEC-DECSB-TCH2-660120-2010	Consolacion ES
Teacher III	OSEC-DECSB-TCH3-663919-1998	
Teacher III	OSEC-DECSB-TCH3-660495-2021	Corrales ES
Teacher III	OSEC-DECSB-TCH3-660108-2008	Cugman ES
Teacher II	OSEC-DECSB-TCH2-664413-1998	East City CS
Teacher II	OSEC-DECSB-TCH2-660136-2008	
Teacher III	OSEC-DECSB-TCH3-660169-2010	



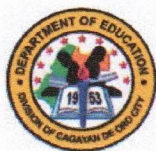
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Teacher III	OSEC-DECSB-TCH3-660425-2021	Fr. William Masterson SJ ES
Teacher III	OSEC-DECSB-TCH3-660124-2008	
Teacher II	OSEC-DECSB-TCH2-664412-1998	Gusa ES
Teacher III	OSEC-DECSB-TCH3-664012-1998	
Teacher II	OSEC-DECSB-TCH2-660046-2000	Gusa RSHS
Teacher II	OSEC-DECSB-TCH2-660057-2018	
Teacher III	OSEC-DECSB-TCH3-660820-2019	
Teacher II	OSEC-DECSB-TCH2-660119-2014	Iponan ES
Teacher III	OSEC-DECSB-TCH3-660489-2021	
Teacher III	OSEC-DECSB-TCH3-660124-2002	Lapasan NHS
Teacher III	OSEC-DECSB-TCH3-660525-2016	
Teacher III	OSEC-DECSB-TCH3-660010-2023	
Teacher III	OSEC-DECSB-TCH3-660086-2004	Lumbia CS
Teacher III	OSEC-DECSB-TCH3-660472-2014	
Teacher III	OSEC-DECSB-TCH3-660134-2001	Lumbia NHS
Teacher III	OSEC-DECSB-TCH3-660527-2016	
Teacher II	OSEC-DECSB-TCH2-662561-1998	Macabalan ES
Teacher II	OSEC-DECSB-TCH2-660101-2010	
Teacher III	OSEC-DECSB-TCH3-660487-2021	
Teacher III	OSEC-DECSB-TCH3-660793-2019	Macabalan NHS
Teacher III	OSEC-DECSB-TCH3-660705-2003	
Teacher III	OSEC-DECSB-TCH3-664065-1998	Macanhan ES
Teacher II	OSEC-DECSB-TCH2-660031-2010	Mambuaya NHS
Teacher II	OSEC-DECSB-TCH2-660371-2021	PN Roa Sr. ES
Teacher III	OSEC-DECSB-TCH3-660484-2012	Puerto ES
Teacher III	OSEC-DECSB-TCH3-664097-1998	
Teacher II	OSEC-DECSB-TCH2-660438-2019	Puntod NHS
Teacher III	OSEC-DECSB-TCH3-664027-1998	South CCS
Teacher III	OSEC-DECSB-TCH3-663950-1998	
Teacher III	OSEC-DECSB-TCH3-660421-2021	Tablon ES
Teacher III	OSEC-DECSB-TCH3-660413-2021	Taglimao NHS
Teacher III	OSEC-DECSB-TCH3-660131-2002	Upper Carmen ES
Teacher III	OSEC-DECSB-TCH3-660206-2010	



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Teacher II	OSEC-DECSB-TCH2-664893-1998	West City CS
Teacher II	OSEC-DECSB-TCH2-664893-1998	
Teacher II	OSEC-DECSB-TCH2-660124-2012	
Teacher III	OSEC-DECSB-TCH3-660087-2004	
Teacher III	OSEC-DECSB-TCH3-663932-1998	
Teacher III	OSEC-DECSB-TCH3-660508-2016	
Teacher III	OSEC-DECSB-TCH3-664039-1998	

3. The timeline for the recruitment and selection process for the promotion of teacher applicants is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Posting the vacancies at three (3) conspicuous places within and outside the school premises	respective schools	January 29, 2024 to February 20, 2024
Deadline for Submission of Application Documents		February 20, 2024
Online Submission of Initial Evaluation (IER) by the School Head (<i>with applicants' personal information</i>) bit.ly/CDOTeachingPromotion2024 bit.ly/DownloadSampleIER		February 22, 2024
Posting of Initial Evaluation Results (IER)	respective schools	February 23, 2024
School Evaluation and Interview will be done by the School Selection Committee	respective schools	March 11, 2024
Submission of the following documents to the Division Office: a.) Initial Evaluation Results b.) Certification of Posting of IER c.) School Comparative Assessment Results d.) Minutes of Ranking		March 12, 2024
Final Evaluation of application documents by the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the Chairman of the School Selection Committee	Division Office	March 14, 2024



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4. NO additional documents shall be accepted after the set deadline.
5. Enclosed in this Memorandum are the following:
 1. CSC Prescribed Qualification Standards
 2. Submission and Receipt of Application documents
6. This Office promotes the Equal Employment Opportunity Principle (EEO). 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. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

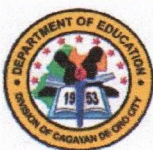
Encl.: None

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – announcement of vacant teaching positions
January 29, 2024



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Enclosure 1 for Division Memorandum No. ____ s. 2024

VACANCY ANNOUNCEMENT
No. 03 s. 2024

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II	12	29,165	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 (Teacher)
Teacher II	12	29,165	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)
Teacher III	13	31,320	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher)
Teacher III	13	31,320	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 (Teacher)



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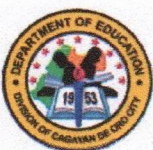
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Enclosure 2 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean folder to the respective **schools** on or before 5:00 pm of **February 20, 2024**. *Kindly include the position with the school you are applying for.*

- A. **Letter of Intent** (addressed to **School Head**)
- B. Duly accomplished **updated 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 (Appointment/Service Records/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 Training 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 training and seminars** attended.
- I. Omnibus Statement as to truthfulness, authenticity, and veracity of documents submitted



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