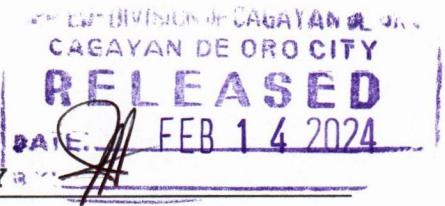




Republic of the Philippines
Department of Education
 REGION X
 DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

13 February 2024

DIVISION MEMORANDUM
 No. 119 s.2024

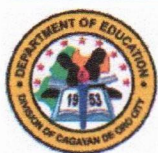
ANNOUNCEMENT OF VACANT TEACHING-RELATED POSITIONS

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 vacancy of school administrator positions anchored on **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
- ALL interested applicants are required to register online thru **bit.ly/CDOVacancyAnnouncement06-2024** before **February 26, 2024**. Once successfully registered a confirmation email with your Application Code in it shall be forwarded to the applicant's e-mail address.
- The timeline for the recruitment and selection process is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Submission of Application Documents	School Division of Cagayan de Oro City – Receiving Section	February 14, 2024, to February 26, 2024
Final Evaluation and Interview	Division Conference Room	March 5-8, 2024

- NO additional documents shall be accepted after **February 26, 2024**.
- Enclosed in this Memorandum are the following:
 - Submission and Receipt of Application documents
 - Vacancy Announcements
- 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.



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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

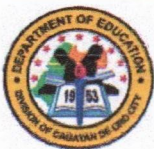
Encl.: None

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-related positions
February 12, 2024



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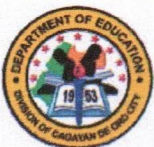
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1 for Division Memorandum No. ____ s. 2024

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked folder and long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **February 26, 2024**. *Kindly include the position with the corresponding office/ unit you are applying for.*
 - B.** Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - C.** Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - D.** Photocopy of valid and updated PRC license/ID, *if applicable*
 - E.** Photocopy of Certificate of Eligibility / Rating,
 - F.** 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,
 - G.** Photocopy of Certificate/s of Training,
 - H.** Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - I.** Photocopy of last approved Appointment and Assignment/Designation Order,
 - J.** 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,
 - K.** 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 an authorized official.
 - L.** 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 (*Please refer to DO # 7 s. 2023*):
 - 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**.



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent
Enclosure 2 for Division Memorandum No. ____ s. 2024

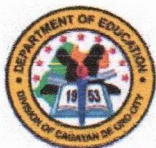
VACANCY ANNOUNCEMENT
No. 06 s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION/UNIT:	Secondary Schools

POSITION PROFILE	
Position: GUIDANCE COUNSELOR I	Salary Grade: 11 Monthly Salary: 27,000.00
Plantilla Item No: 1) OSEC-DECSB-GUIDC1-660019-2008 2) OSEC-DECSB-GUIDC1-660018-2011 3) OSEC-DECSB-GUIDC1-660001-2008 4) OSEC-DECSB-GUIDC1-660017-2008 5) OSEC-DECSB-GUIDC1-660020-2011 6) OSEC-DECSB-GUIDC1-660018-2008 7) OSEC-DECSB-GUIDC1-660022-2008 8) OSEC-DECSB-GUIDC1-660019-2011	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION
<ul style="list-style-type: none">Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research and career guidance and advocacy; andReports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the School Division Office

QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's Degree in Guidance and Counselling**
Experience	None required
Trainings	None required
Eligibility	RA 1080 (Guidance Counselor)*



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Office of the Schools Division Superintendent

VACANCY ANNOUNCEMENT

No. 06.a s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION/UNIT:	Senior High School

POSITION PROFILE	
Position: GUIDANCE COUNSELOR II	Salary Grade:12 Monthly Salary: 29,165.00
Benefits: Refer to the Summary of Compensation and other Benefits	
Plantilla Item No: 1) OSEC-DECSB-GUIDC2-660055-2016 11) OSEC-DECSB-GUIDC2-660065-2016 2) OSEC-DECSB-GUIDC2-660056-2016 12) OSEC-DECSB-GUIDC2-660066-2016 3) OSEC-DECSB-GUIDC2-660057-2016 13) OSEC-DECSB-GUIDC2-660067-2016 4) OSEC-DECSB-GUIDC2-660058-2016 14) OSEC-DECSB-GUIDC2-660068-2016 5) OSEC-DECSB-GUIDC2-660059-2016 15) OSEC-DECSB-GUIDC2-660069-2016 6) OSEC-DECSB-GUIDC2-660060-2016 16) OSEC-DECSB-GUIDC2-660070-2016 7) OSEC-DECSB-GUIDC2-660061-2016 17) OSEC-DECSB-GUIDC2-660071-2016 8) OSEC-DECSB-GUIDC2-660062-2016 18) OSEC-DECSB-GUIDC2-660072-2016 9) OSEC-DECSB-GUIDC2-660063-2016 19) OSEC-DECSB-GUIDC2-660073-2016 10) OSEC-DECSB-GUIDC2-660064-2016 20) OSEC-DECSB-GUIDC2-660074-2016	
JOB DESCRIPTION	
<ul style="list-style-type: none">Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research and career guidance and advocacy; andReports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the School Division Office	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Master's Degree in Guidance and Counselling**
Experience	None required
Trainings	None required
Eligibility	RA 1080 (Guidance Counselor)*



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VACANCY ANNOUNCEMENT
No. 06.b s. 2024

DIVISION:	School Division Office of Cagayan de Oro City
DIVISION/UNIT:	School Division Office of Cagayan de Oro City

POSITION PROFILE	
EDUCATION PROGRAM SUPERVISOR	Salary Grade: 22 Monthly Salary: 71,511.00
Plantilla Item No: 1) OSEC-DECSB-EPSVR-660080-2010	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	
1) 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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