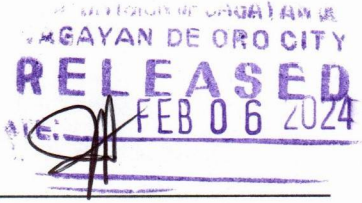




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 February 2024

DIVISION MEMORANDUM

No. 94 s.2024

CORRIGENDUM TO DIVISION MEMORANDUM NO. 87, S. 2024  
VACANCY ANNOUNCEMENT OF SCHOOL ADMINISTRATOR 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

1. With reference to Division Memorandum No. 87, s. 2024 on Vacancy Announcement No.02.b s. 2024 and Vacancy Announcement No. 02.d s. 2024.
2. Enclosed in this Memorandum are the following:
  - a) Vacancy Announcement No.02.b s. 2024
  - b) Vacancy Announcement No.02.d s. 2024.
3. 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.
4. Immediate and wide dissemination of this memorandum is directed.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

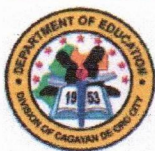
Encl.: None

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION	POSITIONS
PROMOTIONS	RECRUITMENT	SELECTION	

CAA-MFN / DM – corrigendum to division memorandum no. 87, s. 2024  
February 06, 2024



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
**Email Address:** cagayandeoro.city@deped.gov.ph



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

**Office of the Schools Division Superintendent**

Enclosure a.) for Division Memorandum No. \_\_\_\_ s. 2024

**VACANCY ANNOUNCEMENT**

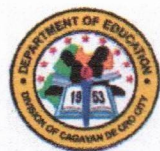
**No. 02.b s. 2024**

<b>DIVISION:</b>	School Division of Cagayan de Oro City
<b>DIVISION/UNIT:</b>	Elementary

<b>POSITION PROFILE</b>	
Position: HEAD TEACHER II (ELEMENTARY)	Salary Grade:15 Monthly Salary: 36,619.00
Item No: 1) OSEC-DECSB-HTEACH2-660147-1998 2) OSEC-DECSB-HTEACH2-660145-1998	Benefits: Refer to the Summary of Compensation and other Benefits

<b>JOB DESCRIPTION</b>
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.

<b>QUALIFICATIONS</b>	
<b>1) CSC Prescribed Qualifications</b>	
Education	BEED or Bachelor's degree w/ 18 Prof units in Education
Experience	HT for 1 year or TIC for 1 year; or Teacher for 4 years
Eligibility	PBET/BLET/RA 1080 (Teacher)
Trainings	24 hours of relevant training
<b>2) Preferred Qualifications</b>	
Education	BEED graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	BET/BLET/RA 1080 (Teacher)
Trainings	Relevant trainings



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)

**Email Address:** cagayandeoro.city@deped.gov.ph



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

Office of the Schools Division Superintendent

Enclosure b.) for Division Memorandum No. \_\_\_\_ s. 2024

**VACANCY ANNOUNCEMENT**  
**No. 02.d s. 2024**

<b>DIVISION:</b>	School Division of Cagayan de Oro City
<b>DIVISION/UNIT:</b>	Secondary

<b>POSITION PROFILE</b>	
Position: HEAD TEACHER III (SECONDARY)	Salary Grade:16 Monthly Salary: 39,672.00
Item No: 1) OSEC-DECSB-HTEACH3-660504-1998 2) OSEC-DECSB-HTEACH3-660500-1998	Benefits: Refer to the Summary of Compensation and other Benefits

<b>JOB DESCRIPTION</b>
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.

<b>QUALIFICATIONS</b>	
<b>1) CSC Prescribed Qualifications</b>	
Education	BSED or Bachelor's degree w/ 18 Prof units in Education with appropriate field of specialization
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>2) Preferred Qualifications</b>	
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



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Mobile No:** +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
**Email Address:** cagayandeoro.city@deped.gov.ph