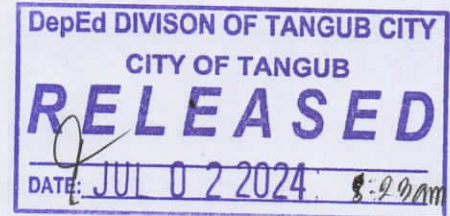




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



June 26, 2024

DIVISION MEMORANDUM
 No. 224, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 VACANT POSITIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. This Office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor I	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (preferably Science major)	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years Master Teacher	PBET/RA 1080 (Teacher)

2. Qualified applicants for **Education Program Supervisor I** shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;

CRITERIA	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
Total	100



Address: Anecito Siete St. Mantic, Tangub City
 Telephone: (088) 530 - 5988



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3. This Office strictly adopts the Equal Opportunity Principle (EOP). Thus, any interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation shall submit their pertinent papers addressed to **Erlinda G. Dael, PhD, CESE**, Assistant Schools Division Superintendent, Chairman of the Human Resource Merit Promotion and Selection Board.

4. **Two sets of Letter of Intent** supported by the documents stated below shall be submitted on or before **July 10, 2024**. Documents shall be arranged in the following order, to wit:

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card ;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Certified photocopy of Certificates of relevant Trainings attended;
- h. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- i. Certified photocopy of latest approved appointment, if applicable;
- j. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- l. Other documents relevant to the applied positions.

5. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a table of contents.

- Each sheet must bear a page number.
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l.) shall be at the bottom of the documents.
- The original copies of the documents shall be brought during the interview / deliberation.
- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.

6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document**

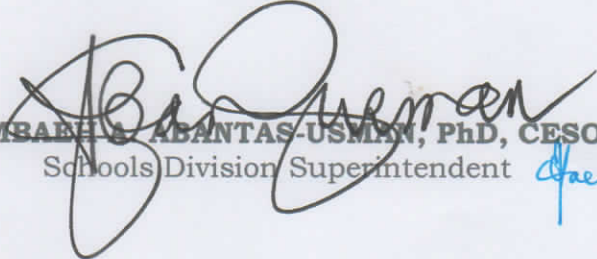




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submitted shall be ground for disqualification. No additional documents will be accepted beyond the deadline.

7. Enclosed are the following:
 - a. Enclosure No. 1 – Schedule of activities related to Ranking
 - b. Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)
 - c. Enclosure No. 3 – Job Description of Vacant Position
8. For queries or concerns about the vacant positions, please fill out the form at the link below and all responses will be emailed to your registered email address:
<https://bit.ly/tangubapplicant>
9. Immediate dissemination and compliance with this Memorandum are desired.


SHAMBHAVI ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *fact*

SAAU/LMCB/06-26-2024

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING

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Enclosure No.1 to Division Memorandum No. 224 s. 2024

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION,
AND SELECTION**

- July 10, 2024 - Deadline of Submission of Letter of Intent with Supporting Documents
- July 11-16, 2024 - Initial Evaluation of Documents
- July 17, 2024 - Posting of Initial Evaluation Report (IER)
- July 17-19, 2024 - Applicants are given 3 days to clarify their data in the IER
- July 22, 2024 - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants
- July 26, 2024 - Face-to-face Interview and Evaluation of Documents at Division Conference Hall

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
Education Program Supervisor I	July 26, 2024 @ 8:00 am – 11:30 am	Division Conference Hall

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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 available			
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 the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Curriculum Implementation Division (CID) Office
POSITION PROFILE	
POSITION: Education Program Supervisor I	SALARY GRADE: 22 MONTHLY SALARY: P 71,511.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-EPSVR-660051-2014	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none"> • Monthly Economic Relief Allowance • Mid-year Bonus • Productivity Enhancement Incentives • Clothing Allowance • Cash Gift • Year-end Bonus
JOB SUMMARY	
<ul style="list-style-type: none"> • To provide technical support in the full implementation of the articulated basic education curriculum for as subject area and 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. • (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator 	
MINIMUM QUALIFICATION	
EDUCATION	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (preferably Science major)
EXPERIENCE	2 years as Principal or 2 years as Head Teacher or 2 years Master Teacher
TRAINING	8 hours of relevant training
ELIGIBILITY	PBET/RA 1080 (Teacher)
DUTIES AND RESPONSIBILITIES	
MANAGEMENT OF CURRICULUM IMPLEMENTATION	
<ol style="list-style-type: none"> 1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. 2. Develop together with School M & E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division gauge adherence to standards while implementing innovations 3. Submit (together with School M & E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. 	



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4. Submit (together with School M & E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
7. Develop and submit Concept Papers and Projects designs and proposals for curriculum enhancement and innovation.

CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION

1. Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
2. Develop (with School M & E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.

LEARNING DELIVERY

1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and Schools.
2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.

LEARNING RESOURCE

1. Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
2. Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

LEARNING OUTCOMES ASSESSMENT

1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
2. Draft policy recommendations related to improving learning outcomes based on findings from studies and reports

SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES

1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.



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2. Drafts policy recommendations on curricular support activities for regional adoption.

RESEARCH

1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.

TECHNICAL ASSISTANCE

1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions
2. Coordinate with PSDS to arrive at a technical assistance plan for each district
3. Coach the school (through PSDS) in implementing interventions related to curriculum implementation and instructional delivery
4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools
5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card ;
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- i. Certified photocopy of latest approved appointment, if applicable;
- j. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- k. Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- l. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent** supported by the documents stated above on or before **July 10, 2024**.