



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

24 Mar 2022

DIVISION MEMORANDUM
No. 130, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
EDUCATION PROGRAM SUPERVISOR**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for submission of Applications for Education Program Supervisor position until **April 20, 2022, 5:00 PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to recruitment.elsalvadorcity@deped.gov.ph.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:
Prescribed Qualifications
 - a. *Education*: Master's degree in Education or other relevant Master's degree with specific area of specialization
 - b. *Training*: 8 hours of relevant training
 - c. *Experience*: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
 - d. *Eligibility*: RA 1080 (Teacher)**Required Competencies**
 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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- c. *Technical Competencies*: applicant must be at least in Career Stage 1 of the following domains:

DOMAIN 1: Supporting Curriculum Management and Implementation

- 1.1 Curriculum implementation
- 1.2 Curriculum innovation
- 1.3 Curriculum contextualization
- 1.4 Learning resource development
- 1.5 Learning resource management
- 1.6 Learning outcomes assessment

DOMAIN 2: Strengthening Shared Accountability

- 2.1 Educational development plan operationalization
- 2.2 Technical assistance provision
- 2.3 Policy review and recommendation
- 2.4 Disaster preparedness, mitigation and resiliency support

DOMAIN 3: Fostering a Culture of Continuous Improvement

- 3.1 Support for instructional leadership
- 3.2 Technology-based innovation including ICT
- 3.3 Culture of research
- 3.4 Communities of practice
- 3.5 Use of communication platforms

DOMAIN 4: Developing Self and Others

- 4.1 Learning and development
- 4.2 Professional networks
- 4.3 Personal and professional development
- 4.4 Professional reflection and learning to improve practice
- 4.5 Support for rewards and recognition mechanisms

4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-EPSVR_Full Name (e.g. 2022-EPSVR_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the**





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documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.

- a. Application Letter addressed to the Schools Division Superintendent;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility; Copy should be duly certified by the issuing office (e.g. PRC License certified by PRC);
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records (Copy should be duly certified by the issuing school/ university)
 - g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview and further evaluation.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Ninian A. Alcasid	Margie R. Valmoria
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
March 30, 2022 (9:00 AM- 12:00 NN)	Orientation of Applicants	Applicants and HRMPSB





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March 28 - April 20, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
April 21, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
April 25, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
May 12, 2022	Interview and Final Deliberation	HRMPSB & Applicants
May 17, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

- This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- Immediate dissemination of this Memorandum to all concerned is enjoined.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent ✓

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

HIRING RECRUITMENT SELECTION



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