



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

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10 Jun 2022

DIVISION MEMORANDUM  
No. 252, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
EDUCATION PROGRAM SUPERVISOR UNDER SCHOOL  
GOVERNANCE AND OPERATIONS DIVISION (SGOD)**

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 **July 06, 2022, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.
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



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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto: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-SGOD\_EPSVR\_Full Name (e.g. 2022-SGOD\_EPSVR \_Juana D. Cruz). **The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto: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](http://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:

<b>Role</b>	<b>Main</b>	<b>Alternate</b>
Chairperson	Dionesio L. Liwagon, Jr.	None
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Alan T. Saculingan
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Ninian A. Alcasid	To be determined
	Margie R. Valmoria	To be determined
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
June 20, 2022, 3:30	Orientation of	Applicants and HRMPSB



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PM	Applicants	
Until July 06, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
July 21-22, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
July 22, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
August 18-19, 2022	Interview and Final Deliberation	HRMPSB & Applicants
August 23, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

- This Office shall observe the Equal Employment Opportunity Principle (EEOP) 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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		<b>JOB DESCRIPTION</b>		JD No. _____	Revision Code: _____
Department of Education					
<b>Position Title</b>	Education Program Supervisor	<b>Salary Grade</b>	22		
<b>Parent/Supervisory Title</b>		<b>Governance Level</b>	SDO		
<b>Unit</b>	Office of the Division Chief	<b>Division</b>	School Governance and Operations Division		
<b>Reports to</b>	Chief Education Supervisor	<b>Effectivity Date</b>			
<b>Positions Supervised</b>					
<b>JOB SUMMARY</b>					
<p>To develop and supervise implementation of special programs and projects of the schools division office towards the holistic development of learners (non-curricular*) and provide technical assistance to schools to help them implement sustainable programs and projects</p> <p>(* programs related to learner development: e.g. palaro, leadership development, boy scouting, girl scouting, etc.) and educational support e.g. brigade eskwela, adopt a school, etc.)</p>					
<b>QUALIFICATION STANDARDS</b>					
<b>A. CSC Prescribed Qualifications</b>					
Education	Master's degree in education or other relevant degree; Master's degree with specific area of specialization				
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher				
Eligibility	RA 1080 (Teacher)				
Trainings	8 hours of relevant training				
<b>B. Preferred Qualifications</b>					
Education					
Experience					
Eligibility					
Trainings					

<b>KEY RESULT AREAS</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<p><b>Programs and Projects</b> (Support to school governance, operation and learner)</p>	<ul style="list-style-type: none"> <li>• Provide technical inputs towards developing the Schools Division's plans and strategies to improve the holistic development of learners in order to focus resources of the division and guide selection of donors and partners.</li> <li>• Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings.</li> <li>• Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of Schools Division management.</li> <li>• Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects.</li> <li>• Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects.</li> <li>• Conduct monitoring and evaluation (together with School M&amp;E) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support.</li> <li>• Conduct assessment and evaluation of programs and projects (with School M&amp;E) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.</li> </ul>
<p><b>Partners and Donors</b></p>	<ul style="list-style-type: none"> <li>• Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration.</li> <li>• Review project/partnership proposals to check for alignment to DepED policies, guidelines and standards and values.</li> <li>• Draft MOUs, MOAs, and contracts with partners for recommendation to the Regional Director.</li> <li>• Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepED interest and values.</li> <li>• Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education</li> </ul>
<p><b>Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement information, education advocacy programs or campaigns to raise understanding among stakeholders, and increase resource and support for programs to improve the delivery of basic education</li> <li>• Develop and produce advocacy materials to promote visibility and recall.</li> </ul>
<p><b>Research And Development</b></p>	<ul style="list-style-type: none"> <li>• Lead in the conduct of Action Research on improving implementation of Special Programs and Projects that support school governance.</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>Technical Assistance</b></p>	<ul style="list-style-type: none"> <li>• Analyze findings and prepare recommendation for policy issuances to support school governance.</li> <li>• Provide Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to governance and operations</li> </ul>
<p><b>Unit Performance</b></p>	<ul style="list-style-type: none"> <li>• Assist chief in the day to day operation of the Division to ensure efficient and effective delivery of its services.</li> </ul>