



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

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02 Dec 2022

DIVISION MEMORANDUM  
No. 547, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
EDUCATION PROGRAM SUPERVISOR - CURRICULUM  
IMPLEMENTATION DIVISION (CID)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**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 **December 29, 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) 855-0113  
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-CID\_EPSVR\_Full Name (e.g. 2022-CID\_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 documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**

- a. Letter of intent addressed to the Schools Division Superintendent





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7. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
December 7, 2022, 11:00 AM	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until December 29, 2022, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
January 04, 2023	Initial Evaluation	HRMO
January 05, 2023	Posting of Selection Line-Up	HRMO, HRMPSB Chairperson & SDS
January 11-13, 2023	Background Investigation	HRMPSB Secretariat
January 20, 2023	Interview and Final Deliberation	HRMPSB & Applicants
January 20, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. 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.

9. 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



**EDUCATION PROGRAM SUPERVISOR (CURRICULUM IMPLEMENTATION DIVISION)**

**JOB SUMMARY**

- To provide 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.
- (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p><b>MANAGEMENT OF CURRICULUM IMPLEMENTATION</b></p>	<ol style="list-style-type: none"> <li>1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>2. Develop together with School M&amp;E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.</li> <li>3. Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>4. Submit (together with School M&amp;E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>7. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ol>
<p><b>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Develop (with School M&amp;E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ol>
<p><b>LEARNING DELIVERY</b></p>	<ol style="list-style-type: none"> <li>1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.</li> </ol>

<b>LEARNING RESOURCE</b>	<ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>
<b>LEARNING OUTCOMES ASSESSMENT</b>	<ol style="list-style-type: none"> <li>1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.</li> <li>2. Draft policy recommendations related to improving learning outcome based on findings from studies</li> <li>3. and reports.</li> </ol>
<b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b>	<ol style="list-style-type: none"> <li>1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> <li>2. Drafts policy recommendations on curricular support activities for regional adoption.</li> </ol>
<b>RESEARCH</b>	<ol style="list-style-type: none"> <li>1. Conduct action research on curriculum implementation, needs and issues, appropriate intervention on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.</li> </ol>
<b>TECHNICAL ASSISTANCE</b>	<ol style="list-style-type: none"> <li>1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions</li> <li>2. Coordinate with the PSDS to arrive at a technical assistance plan for each district.</li> <li>3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.</li> <li>4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools</li> <li>5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ol>



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Enclosure No. 2 to Division Memorandum No. 547, s. 2022

**CHECKLIST OF REQUIREMENTS**

Annex L

Name of Applicant: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_ Religion: \_\_\_\_\_  
Course: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
(a) Letter of intent addressed to the Schools Division Superintendent			
(b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet			
(c) Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License			
(d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e) Duly signed Service Record			
(f) Photocopy of Certificates of Training			
(g) Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment			
(h) Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom			
(i) Photocopy of Latest Appointment, if applicable			
(j) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled			
(k) 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			

**OMNIBUS CERTIFICATION AND WAIVER**

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

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Name and Signature of Applicant

Attested by:

**ANNA MAE M. ATILLO**

Human Resource Management Officer II



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
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