

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

27 Dec 2024

DIVISION MEMORANDUM
 No. 530, s. 2024

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

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 the submission of Applications for the Education Program Supervisor position, *preferably with ENGLISH as field of specialization* until, **January 17, 2025, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Salary Grade	Item No.	Station Assignment
Education Program Supervisor	SG 22 Php 74,836	OSEC-DECSB- EPSVR-660041- 2014	Division Office (Curriculum Implementation Division)

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*” for related-teaching positions (Enclosure 4).
3. The assessment for this position shall be based on the following criteria:
 - **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
 - **Experience** relevant to the position to be filled;





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- **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

Position	Qualification			
	Education	Training	Experience	Eligibility
Education Program Supervisor (SG 22 Php 74,836)	Master's degree in Education or other relevant Master's degree with specific area of specialization (preferably with English as field of specialization)	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)

Required Competencies

- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
 - Core Skills:* Oral Communication Written Communication Computer/ICT Skills;
 - Technical Competencies:* Curriculum Management and Implementation, Planning, policy review and recommendation, Instructional leadership, Developing self and others
5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, as enumerated below:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Education Program Supervisor	2025-EPSVRA_Full Name	2025-EPSVRA_Juan D. Cruz





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Order of documents shall be as follows:

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom (Notarized);
- b. Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID;
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate;
- g. Certification of MA/PhD units earned from university registrar;
- h. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- i. Photocopy of Certificates of Trainings;
- j. Photocopy of the Performance Ratings covering performance of at least one (1) rating period prior to the assessment;
- k. Photocopy of Latest Appointment, if applicable;
- l. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
 - i. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation;
 - (2) Certificate of recognition/Award
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017;
 - (2) Accomplishment report verified by the Head of Office;
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;





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- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
 - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
 - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- m. Means of Verification (MOVs) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
 - (1) Action Plan approved by the Head of Office;
 - (2) Accomplishment Report verified by the Head of Office;
 - (3) Certification of the utilization/adoption signed by the Head of Office;
- n. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
 - (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
 - (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
 - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;





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- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.
6. Applicants who fail to submit complete mandatory documents (Items 5.a – 5.j) on the set deadline shall not be included in the pool of official applicants.
7. No additional documents shall be accepted after the set deadline.
8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 5.a), duly signed by the applicant.
9. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD
	Ninian A. Alcasid, Chief - CID
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Genevieve E. Lusterio, EPSvr
	Margie R. Valmoria, EPSvr
	Alan T. Saculingan, Supply Officer
Secretariat	Randy Rhys U. Capistrano, ADAS III

10. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
Until January 17, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
January 21, 2025	Initial Evaluation	IER Committee
January 24, 2025	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB

11. All official applicants in the pool will be assigned an application code to maintain the objectivity and integrity of the process, while also safeguarding the applicants' identities. They will receive their application code via email.





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Only applicants marked as "qualified" in the Initial Evaluation Results, as posted on the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.

12. 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.
13. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

HIRING

RECRUITMENT

SELECTION



RANDOLPH B. TORTOLA,
Schools Division Superintendent



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners



 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Education Program Supervisor</p>	<p>Salary Grade</p>	<p>22</p>
<p>Parenthetical Title</p>		<p>Governance Level</p>	<p>School Division Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>Curriculum Implementation Division</p>
<p>Reports to</p>		<p>Effectivity Date</p>	
<p>Positions Supervised</p>			
<p>JOB SUMMARY</p>			
<ul style="list-style-type: none"> • 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) 			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Masters degree in education or other relevant degree Masters degree with specific area of specialization</p>		
<p>Experience</p>	<p>At least 2 years experience as Principal or Head Teacher or Master Teacher</p>		
<p>Eligibility</p>	<p>RA 1080 (Teacher)</p>		
<p>Trainings</p>	<p>8 hours training in management and supervision</p>		
<p>B. Preferred Qualifications</p>			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			

KEY RESULT AREA/S	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 to 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. 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 Project designs and proposals for curriculum enhancement and innovation.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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 outcome 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. 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 the PSDS to arrive at a technical assistance plan for each district. 3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t 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.

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.