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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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6 FEB 2023

DIVISION MEMORANDUM

No. 057 s. 2023

**ANNOUNCEMENT OF VACANCIES IN REGIONAL OFFICE IV-A CALABARZON**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to Regional Memorandum 59 s. 2023 dated January 26, 2023, this office informs the field on the vacancy in Regional Office IV-A CALABARZON. Interested and qualified applicants regardless of Gender, Civil Status, Religion, Disability, ethnicity or political affiliations should signify their interest in writing in the said office not later than **February 13, 2023**.
2. Attached is the Regional Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.

For:

**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent

By:

  
**ANTONIO P. FAUSTINO JR.**  
OIC-Assistant Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



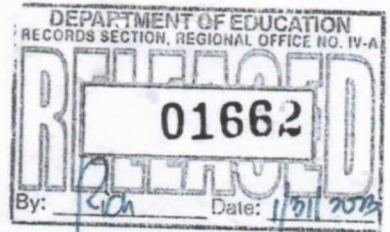
tayabas.city@deped.gov.ph



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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



26 January 2023

Schools Division of Tayabas City  
RECORDS SECTION

**Regional Memorandum**

No.59 s.2023

**ANNOUNCEMENT OF VACANCIES**

RECEIVED

To **Regional Office Officials and Employees**  
**Schools Division Superintendents**  
**All Others Concerned**

By: Ms. Jobelle MS

Date: 02-01-23 Time: 11:15am

Control No. 026/23 - 027

1. This is to announce vacancies in the Regional Office for positions listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Education Program Supervisor (Edukasyon sa Pagpapakatao)	OSEC-DECSB-EPSVR-270219-2010	22	P71,511.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Education Program Supervisor (Science)	OSEC-DECSB-EPSVR-270015-2010	22	P71,511.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal
Education Program Supervisor (MAPEH)	OSEC-DECSB-EPSVR-270004-2010	22	P71,511.00	1	Regional Office IV-A CALABARZON, Cainta, Rizal

2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's Degree in Education or other relevant Masters Degree with specific area of specialization – <b>Edukasyon sa Pagpapakatao</b>	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph





Education Program Supervisor	Master's Degree in Education or other relevant Masters Degree with specific area of specialization- <b>Science</b>	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	Master's Degree in Education or other relevant Masters Degree with specific area of specialization - <b>MAPEH</b>	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)

3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	KRAs/Duties and Responsibilities
<b>Education Program Supervisors/Curriculum and Learning Management Division (CLMD) -</b> <b>(Edukasyon sa Pagpapakato)</b> <b>(Science)</b> <b>(MAPEH)</b>	<b>Management of Curriculum Implementation</b> <ul style="list-style-type: none"> <li>Conduct periodic monitoring and evaluation and submit recommendation towards enhancing the management and delivery of the basic education curriculum</li> <li>Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations</li> <li>Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area</li> <li>Submit (together with QAD) Evaluation Results of Division Curriculum Implementation and submit policy recommendations towards improvement</li> <li>Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement</li> <li>Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement</li> <li>Develop and implement advocacy programs and materials on the basic</li> </ul>

education curriculum to enhance appreciation and support from stakeholders

- Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation

#### **Curriculum Development, Enrichment, and Localization**

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

#### **Learning Delivery**

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

#### **Learning Resources**

- 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
- 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**

- Gather result of assessment reports per schools division and analyze



	<p>performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap</p> <ul style="list-style-type: none"> <li>• Draft policy recommendations related to improving learning outcome based on findings from studies and reports</li> </ul> <p><b>Special Curricular Programs and Support Activities</b></p> <ul style="list-style-type: none"> <li>• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action</li> <li>• Drafts policy recommendations on curricular support activities for regional adoption</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions</li> <li>• Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division</li> <li>• Coach the schools division in implementing interventions related to curriculum management and instructional delivery</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration</li> </ul>
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4. Interested qualified applicants may **submit the duly authenticated documents with "ear tags" via courier** addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal or email the scanned copy **(in 1 pdf.file)** of documents **(with 25 pages or less)** to [personnel.calabarzon@deped.gov.ph](mailto:personnel.calabarzon@deped.gov.ph), arranged as follows:
- a. Letter of intent addressed to the Regional Director
  - b. Notarized Omnibus Certification of Authenticity and Veracity of Documents submitted
  - c. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, Revised 2017), and additional sheet/s for Work Experience which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).

- d. Photocopy of the **updated PRC ID License Certified True Copy by the Philippine Regulation Commission (PRC)**
  - e. Detailed IPCRF (duly signed) – for 3 consecutive years
  - f. Updated Service Record signed by authorized official
  - g. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status
  - h. Outstanding Accomplishments (Meritorious Accomplishments) - if any
    - 1) Outstanding Employee Award/s
    - 2) Innovations
    - 3) Research and Development Projects
    - 4) Publication/Authorship
    - 5) Consultant/Resource Speaker in Trainings/Seminar
  - i. Photocopy of the duly authenticated Transcript of Records (TOR) by the CHED (CAV), duly authenticated Certification on Completed Academic Requirements (CAR) by the School Registrar or School Authorized Official, and Diploma
  - j. Certificate of Training/s attended (must be relevant to the position being applied for, and not credited during the last promotion)
  - k. Latest approved appointment (if any)
5. Applicants must ensure that their documents are complete, and accurate.
  6. **Application documents shall be accepted until February 13, 2023. Only complete application documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.** Applicants are advised to use google account as their email address.
  7. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the shortlist, and shall receive a notification via email or SMS/text message for the **schedule of assessment** composed of written examination (On-the-Job test/Skills test), and interview (open ranking) with the Human Resource Merit Promotion and Selection Board (HRMPSB).
  8. Wide and immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director

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(Inclosure to Regional Memorandum dated January 26, 2023)

### ASSESSMENT PLAN

#### **Education Program Supervisor (Edukasyon sa Pagpapakatao)**

Plantilla Item No.: OSEC-DECSB-EPSVR-270219-2010

#### **Education Program Supervisor (Science)**

Plantilla Item No.: OSEC-DECSB-EPSVR-270015-2010

#### **Education Program Supervisor (MAPEH)**

Plantilla Item No.: OSEC-DECSB-EPSVR-270004-2010

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication	HRMO	January 26, 2023	n/a
Last day of receiving of application	Secretariat	February 13, 2023	n/a
Initial assessment/screening of applications	AO IV	February 14-22, 2023	7
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	February 23, 2023	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	February 24-27, 2023	2
HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	February 28-Mar. 1, 2023	2
Conduct of the Written examination/On-the-Job (OTJ)/Skills Test	HRMPSB/AO IV/Secretariat	March 2-3, 2023	2
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	March 6, 2023	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	March 7-8, 2023	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	March 9-10, 2023	2
Submission of the final CAR to the Office of the Regional Director, and <b>requesting instruction</b>	AO IV	March 13, 2023	1
- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 14-15, 2023	2
Email signed CAR to applicants for information and acknowledgment	AO IV	March 16, 2023	1

Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 17&20, 2023	2
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 17&20, 2023	
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	March 21, 2023	1