



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

14 SEPTEMBER 2020

DIVISION MEMORANDUM

No. 227 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION PROGRAM  
 SUPERVISOR IN MATHEMATICS**

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

1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

Position	No. of Position	Work Assignment
Education Program Supervisor (Mathematics)	1	SDO Tayabas

2. The qualification standards and competency requirements of the said position are as follows:

Position	Education	Experience	Training	Eligibility	Competency Requirement
Education Program Supervisor (Mathematics)	Master's Degree in Education or other relevant Master's degree with area of specialization in Mathematics	2 years as Principal or 2 years as Head Teacher or 2 as Master Teacher	8 hrs relevant training	RA 1080	Behavioral Competency  Core Skills/ ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) properly labelled, with ear tag per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Certificate of Employment and or/Service Record
4. Authenticated Certificate of Board Rating/Eligibility
5. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
6. Certificate of Trainings for the last three (3) years or after the recent promotion.



Brgy. Poto, Tayabas City



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7. Required documents for evaluation as stipulated in the DO # 66, s. 2007 other Teaching, Related Teaching and Non-Teaching Positions.
4. All applicants are advised to submit the documents for their outstanding accomplishment in a sealed enveloped separate from their application which shall be opened during the scheduled evaluation of documents.
5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. **Incomplete** documents shall not be entertained and no retrieval of folders shall be allowed once stamped "**Received**" by the office.
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	September 24, 2020
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	September 25, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	September 28, 2020
Written and Oral Communication Test	SDO Conference Hall	September 29, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	September 29, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	Office of the ASDS	September 29, 2020
Submission to the office SDS the Comparative Assessment Result (CAR)	Office of the SDS	September 30, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	October 1, 2020

7. Applicants are requested to be physically present during the evaluation and interview if not please contact Ferex O. Zafranco @ 09286865373.
8. Wide and immediate dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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