



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

27 JUN 2022

DIVISION MEMORANDUM
No. 395 s. 2022

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

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

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Education Program Supervisor. All qualified and interested applicants are requested to submit their pertinent documents on or before **JULY 07, 2022** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Education Program Supervisor	SG 22	1	School Governance and Operations Division (SGOD)



Brgy. PotoI, Tayabas City

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



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

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

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Master's degree in education or other relevant degree; Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Photocopy of duly signed Performance rating in the present position for the last 3 rating periods
4. Photocopy of updated Service Record
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC)
7. Photocopy of Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable)
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants)
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any);
11. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects



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- d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
- e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	July 7, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	July 11-12, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 15, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	July 19-20, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		July 21, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	July 22, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	



Posting of Results	DepEd Tayabas Bulletin board, website and FB page	July 25, 2022
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7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depeditayabas.com.
8. Wide and 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



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DUTIES AND RESPONSIBILITIES OF EDUCATION PROGRAM SUPERVISOR

KRA	Duties and Responsibilities
Programs and Projects (Support to school governance, operation and learner)	<ul style="list-style-type: none"> • 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. • Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings. • Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of Schools Division management. • Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects. • Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects. • Conduct monitoring and evaluation (together with School M&E) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support. • Conduct assessment and evaluation of programs and projects (with School M&E) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.
Partners and Donors	<ul style="list-style-type: none"> • Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration. • Review project /partnership proposals to check for alignment to DepED policies, guidelines and standards and values. • Draft MOUs, MOAs, and contracts with partners for recommendation to the Regional Director. • Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepED interest and values. • Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education



Advocacy	<ul style="list-style-type: none">• 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• Develop and produce advocacy materials to promote visibility and recall.
Research And Development	<ul style="list-style-type: none">• Lead in the conduct of Action Research on improving implementation of Special Programs and Projects that support school governance• Analyze findings and prepare recommendation for policy issuances to support school governance.
Technical Assistance	<ul style="list-style-type: none">• 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 operation
Unit Performance	<ul style="list-style-type: none">• Assist chief in the day to day operation of the Division to ensure efficient and effective delivery of its services.

