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

29 NOV 2022

DIVISION MEMORANDUM

No. 738 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 **DECEMBER 09, 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	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Education Program Supervisor	OSEC-DECSB-EPSVR-270024-2015	SG 22	1	Curriculum Implementation Division (CID)



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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 in management and supervision	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/depeditayabasonlineapplication> 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 (TOR)
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	December 09, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	December 12, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	December 13, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	December 15, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		December 16, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	December 19, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	



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Posting of Results	DepEd Tayabas Bulletin board, website and FB page	December 21, 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@depedtayabas.com.
8. Wide and immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

DUTIES AND RESPONSIBILITIES OF EDUCATION PROGRAM SUPERVISOR

KRA	Duties and Responsibilities
MANAGEMENT OF CURRICULUM IMPLEMENTATION	<ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • 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. • Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic 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	<ul style="list-style-type: none"> • Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division. • Develop (with School M&E) 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	<ul style="list-style-type: none"> • Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools. • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
LEARNING RESOURCE	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	<ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions • Coordinate with the PSDS to arrive at a technical assistance plan for each district. • Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.



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| | <ul style="list-style-type: none">• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration. |
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