



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 0255, s. 2024

**ANNOUNCING THE VACANCIES FOR EDUCATION PROGRAM SUPERVISOR IN THE  
DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the position of Education Program Supervisor (SG 22) with the following minimum qualification requirements:

<i>Education</i>	:	Master's Degree in Education or relevant Master's degree with specific area of specialization
<i>Experience</i>	:	2 years as Principal/Head Teacher/Master teacher
<i>Training</i>	:	8 hours relevant training
<i>Eligibility</i>	:	R.A. 1080 (Teacher)

2. This Office fully implements the Equal Employment Opportunity Principle (EEOP) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.

3. All interested applicants should signify their interest in their application letter together with complete documentary requirements, arranged and properly labeled, in one (1) BLUE folder on or before **February 01, 2024** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- a) 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official; (<https://tinyurl.com/COFandOSS>);



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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- b) Letter intent addressed to the Schools Division Superintendent;
  - c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - d) Photocopy of Certificate of Eligibility/Rating/License;
  - e) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
  - f) Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary: Enclosure C*);
  - g) Photocopy of Service Record or Certificate of Employment;
  - h) Photocopy of one (1) recent approved Performance Rating (SY 2022-2023);
  - i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.
4. **DepEd Order No. 007, s. 2023** shall be the basis for evaluation of these papers.
  5. The following enclosures are attached for reference:
    - A. Qualification Standards
    - B. Job Description
    - C. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (<https://tinyurl.com/COFandOSS>)
    - D. Summary of L&D Interventions/Training Programs Attended
    - E. Timeline/Schedule of Activities
  6. No additional documents shall be accepted after **February 01, 2024**.
  7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Human Resource Management Unit or contact her at (035)422-0267.
  8. It is desired that this Memorandum be given widest dissemination.

By the Authority of the Schools Division Superintendent:

  
**LANI B. YURONG**  
Administrative Officer V  
Office In-Charge

NCO/NLR-MKP-JMA/AdS/LBY/JAD/jcadjente  
January 19, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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**LIST OF VACANCY FOR RELATED-TEACHING**

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Education Program Supervisor	EPSVR-510015-2010	22	71,511.00	Master's Degree in Education or relevant Master's degree with specific area 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)	Division of Negros Oriental



Department of Education

### POSITION AND COMPETENCY PROFILE

PCP No. \_\_\_\_\_

Revision Code: 00

<b>Position Title</b>	Education Program Supervisor	<b>Salary Grade</b>	<b>22</b>
<b>Parenthetical Title</b>	Education Program Supervisor		
<b>Office Unit</b>	Curriculum Implementation Division	<b>Effectivity Date</b>	
<b>Reports to</b>	Chief Education Supervisor (CID)	<b>Page/s</b>	
<b>Position Supervised</b>			

#### JOB SUMMARY

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, )

#### QUALIFICATION STANDARDS

##### C. CSC Prescribed Qualifications

Education	Masters degree in education or other relevant degree with specific area of specialization
Experience	2 years experience as Principal or Head Teacher or Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training

##### D. Preferred Qualifications:

Education	
Experience	
Eligibility	
Trainings	

Key Result Areas (KRAs)	Major Outputs	Duties and Responsibilities
<b>MANGEMENT OF CURRICULUM IMPLEMENTATION</b>	<ul style="list-style-type: none"> <li>• M&amp;E data and recommendations towards enhancing the implementation and delivery of the basic education curriculum.</li> <li>• Mechanisms, processes and tools for monitoring curriculum implementation and articulation (including vertical and horizontal integration)</li> <li>• Progress Monitoring Report of Division Curriculum Implementation and Management per Subject area.</li> <li>• Evaluation Results of Division Curriculum implementation.</li> <li>• Evaluation of Division Instructional Supervision Plan Implementation</li> <li>• Advocacy programs on the education curriculum</li> <li>• Concept Papers and Project designs and proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>• Develop together with School M&amp;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.</li> <li>• Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>• Submit (together with School M&amp;E ) 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>• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ul>
<b>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</b>	<ul style="list-style-type: none"> <li>• Training designs and modules to localize, indigenize, contextualize competencies in the curriculum per subject area</li> <li>• Processes and tools for managing and monitoring the localized and indigenized curriculum</li> <li>• Reports on findings on curriculum innovations and localization</li> <li>• Research on Curriculum Localization</li> </ul>	<ul style="list-style-type: none"> <li>• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>• Develop (with School M&amp;E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>• Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>• Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ul>
<b>LEARNING DELIVERY</b>	<ul style="list-style-type: none"> <li>• Evaluation and recommendations on Localized Curriculum Delivery or Instructional strategies innovated by schools</li> <li>• Publications on effective practices on learning delivery/ instructional innovations</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>• Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.</li> </ul>
<b>LEARNING RESOURCE</b>	<ul style="list-style-type: none"> <li>• Subject matter expertise, and or writing and editorial expertise in the design and development of general and localized learning materials provided</li> <li>• Quality Assurance on general and local learning materials provided</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul>
<b>LEARNING OUTCOMES ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Assessment per subject and least learned area</li> <li>• Programs and Policy recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.</li> <li>• Draft policy recommendations related to improving learning outcome based on findings from studies and reports.</li> </ul>

<b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation Reports on Curricular Support Activities Conducted</li> <li>• Policy Recommendations</li> </ul>	<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>
<b>RESEARCH</b>	<ul style="list-style-type: none"> <li>• Results of Research-based Studies per subject or learning area</li> <li>• Recommendations for Policy Formulation</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>TECHNICAL ASSISTANCE</b>	<ul style="list-style-type: none"> <li>• TA plan and reports</li> <li>• Policy recommendations based on TA Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions</li> <li>• Coordinate with the PSDS to arrive at a technical assistance plan for each district.</li> <li>• Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ul>

**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 HR Office/ Subcommittee)</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 (HR) Office / Subcommittee

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON 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.

**LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/  
TRAINING PROGRAMS ATTENDED**  
*(ACQUIRED AFTER THE LAST PROMOTION)*

Name: \_\_\_\_\_

Date of Last Promotion, if applicable: \_\_\_\_\_

Title of Learning and Development Interventions/ Training Programs <small>(Write in full)</small>	Inclusive Dates of Attendance <small>(mm/dd/yyyy)</small>		Number of Hours	Type of L&D <small>(Managerial, Supervisory, Technical, Foundation)</small>	Conducted/ Sponsored by:
	From	To			
<b>Total Number of Hours:</b>			<b>XX</b>		



<b>Time Frame</b>	<b>Activity</b>	<b>Participants/ Committee In-Charge</b>
January 19, 2024	Dissemination of the vacancy for the position through Division Memorandum	HRMO
Jan. 19 to Feb. 01, 2024	Submission of application letter and supporting documents to the Records Section of the SDO Negros Oriental	Interested Applicants
Feb. 2, 5 & 6, 2024 (Tentative)	Initial Evaluation of the Qualification of Applicants by the HRMO	HRMO
Feb 7-21, 2024 (Tentative)	Posting of the Initial Evaluation Results (IER)	HRMO
Feb. 22-23, 2024 (Tentative)	Open Ranking/Assessment en banc of documents of qualified applicants	HRMPSB & Applicants
Feb. 22-23, 2024 (Tentative)	Conduct written exam and interview	HRMPSB & Applicants
Feb. 26-27, 2024 (Tentative)	Prepare Comparative Assessment Results (CAR)	HRMPSB Secretariat
Feb. 28-29, 2024 (Tentative)	Submission of CAR to the Appointing Authority	HRMPSB
March 1, 2024 (Tentative)	Posting of CAR	HRMO