



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 17, 2025

DIVISION MEMORANDUM
No. 0005, s. 2025

**ACCEPTANCE OF APPLICATION FOR VACANT POSITION OF
EDUCATION PROGRAM SUPERVISOR**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Chief Education Supervisors, CID and SGOD
All Others Concerned

1. For the information and guidance of all concerned, this Office hereby announces the acceptance application documents for the vacant Education Program Supervisor position:

Number of Items	Position	SG	Assignment
One (1)	Education Program Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte; (ALS)

2. Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC) to qualify for the position, *please see the herein attached Enclosure No. 1* also indicating the job summary, qualification standards, key results area/s, and duties and responsibilities.
3. All interested qualified applicants are advised to pay attention to the following details:
 - a. **DepEd Order No. 007, s. 2023** entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" **Enclosure No. 4 to DepEd Order No. 007 s. 2023** (Criteria and Point System for Hiring and Promotion to Related Teaching Positions) shall be the basis for the criteria, point system for hiring and promotion to related teaching positions.

- b. The table below is the Point System for Evaluative Assessment on Related-Teaching Positions:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishment	5
f. Application of Education	15
g. Application of L & D	10
h. Potential	20
Total	100


- c. Instructions to qualified applicants:
- Application documents must be placed in White folder.
 - Interested qualified applicants should signify their intent attached with the required documents (see **Enclosure No. 2**).
 - Applicants are required to accomplish accurately the online application form through this link: <https://forms.office.com/r/8yBmJuWzpU>. Compliance with the said form is of utmost importance.
 - The applicant's folder must be lounged in the records section for tracking purposes before submitting it to the personnel section in the Division office. Deadline for submission is on or before **4:00 P.M. of January 24, 2025** (complete documents including additional documents). Submission of additional documents after the deadline will not be accepted.
 - Applicants who failed to submit complete mandatory documents (refer to Enclosure No. 2) on the indicated deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPBSB shall not warrant exclusion from the pool of official applicants. Thus, incomplete mandatory documents are subject to return.
 - Application Documents shall be properly ear-tagged (*use white paper and text in black font color*)
4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
5. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.

6. For immediate and wide dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

PER/nbi
Filename: Acceptance of Application for Vacant Position of
Education Program Supervisor

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Education Program Supervisor</p>	<p>Salary Grade</p>	<p>22</p>
<p>Parentetical Title</p>		<p>Governance Level</p>	<p>School Division Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>Curriculum Implementation Division</p>
<p>Reports to</p>		<p>Effectivity Date</p>	
<p>Positions Supervised</p>			
<p>JOB SUMMARY</p>			
<ul style="list-style-type: none"> • 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) 			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Masters degree in education or other relevant degree Masters degree with specific area of specialization</p>		
<p>Experience</p>	<p>At least 2 years experience as Principal or Head Teacher or Master Teacher</p>		
<p>Eligibility</p>	<p>RA 1080 (Teacher)</p>		
<p>Trainings</p>	<p>8 hours training in management and supervision</p>		
<p>B. Preferred Qualifications</p>			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	<ol style="list-style-type: none"> 1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. 2. 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. 3. Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. 4. Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. 5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. 6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. 7. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ol style="list-style-type: none"> 1. Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division. 2. Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. 3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. 4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
LEARNING DELIVERY	<ol style="list-style-type: none"> 1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools. 2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
LEARNING RESOURCE	<ol style="list-style-type: none"> 1. 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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>curriculum</p> <ol style="list-style-type: none"> 2. 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	<ol style="list-style-type: none"> 1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	<ol style="list-style-type: none"> 1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. 2. Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	<ol style="list-style-type: none"> 1. 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	<ol style="list-style-type: none"> 1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions 2. Coordinate with the PSDS to arrive at a technical assistance plan for each district. 3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery. 4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools 5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

Checklist of Requirements

A	Letter of Intent addressed to the Head of Office
B	Two original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet
C	Certified Photocopy of Certificate/s of relevant specialized training/s
D	Annex C of D.O. 007, s. 2023 – Notarized (Refer to Enclosure No. 2)
E	Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees
F	Photocopy of valid and updated PRC License/ID
G	Photocopy of ratings obtained in the LET/PBET
H	Photocopy of Certificate of Eligibility/Rating
I	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
J	Photocopy of latest appointment
K	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission
Other documents as may be required for comparative assessment, such as but not limited to:	
L	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 (refer to Enclosure No. 4 of DepEd Order No. 007, s. 2023)

Annex C

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 <small>(To be filled-out by the applicant; Check if submitted)</small>	Verification <small>(To be filled-out by the HRMGO/HR Office/sub-committee)</small>	
		Status of Submission <small>(Check if completed)</small>	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 Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and at (where 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.