



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM 2024-06-250
 DEPED MALAYBALAY CITY DIVISION
RELEASE
 R 19 JUN 2024 D
 Date: _____
 By: _____

June 18, 2024

DIVISION MEMORANDUM
 No. 250, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 VACANCY IN THE DIVISION OFFICE - EDUCATION PROGRAM SUPERVISOR**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office calls the submission of Applications for the vacant position in the Division Office on or before **July 1, 2024**. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

Plantilla Position	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Education Program Supervisor	22	P71,511.00	Master's degree in Education or other 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)	Curriculum Implementation Division (CID)

3. Attached are the duties and responsibilities of the vacant position which shall serve as reference in the exam to be conducted in evaluating the qualified applicants. The core behavioral competencies and skills that all employees in the Department are expected to possess are the following:

Core Behavioral Competencies: Self-Management, Professionalism and Ethics, Results Focus, Teamwork, Service Orientation and Innovation,
Core Skills: Oral Communication, Written Communication and Computer/ICT Skills

4. All applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (the documents



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listed from 'a' to 'j' in 'Annex C' of DepEd Order No. 7, s. 2023) shall not be included in the official pool of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared, for submission.

5. Interested qualified applicants are required to register, fill out necessary personal information and **upload scanned copies in PDF format** of all the necessary supporting documents through this link _____. In the meantime, the link can only be accessed in the Division Office hence, applicants are advised to scan first their pertinent documents in PDF format before coming to the Division Office to do the creation of account and uploading of pertinent documents at 1:00 PM of **July 1, 2024**.

6. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Chairman: Ralph T. Quirog, Chief Education Supervisor, CID
Member: Lorenzo O. Capacio, Chief Education Supervisor, SGOD
Manuel D. Dinalayan, II, Administrative Officer V
Guia Ma. G. Villahermosa, Administrative Officer IV/HRMO IV
Rosie A. Salupado, EPS/ Representative Second Level
Duly authorized representative from the CID

Secretariat: Gwendolyn G. Quirong, ADAS III/Personnel Unit
Anjelica L. Bahian, Admin. Aide VI/Administrative Services

7. The Human Resource Management Officer (HRMO) together with the HRMPSB is expected to ensure that vacancies are filled in within three (3) months from publication.

8. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. This Office directs the immediate dissemination and strict compliance of this Memorandum.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Copy furnished:

Records Unit
Personnel Unit


TO BE POSTED ON THE WEBSITE



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Supervisor	Salary Grade	22
Functional Title		Governance Level	School Division Office
Bureau/Service		Unit/Division	Curriculum Implementation Division
Reports to		Effectivity Date	
Positions Supervised			
JOB SUMMARY			
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.			
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			
CSC Prescribed Qualifications			
Education	Masters degree in education or other relevant degree		
Experience	At least 2 years' experience as Principal or Head Teacher or Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours training in management and supervision		
Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

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, ENHANCEMENT, 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 AREAS	DUTIES AND RESPONSIBILITIES
	curriculum 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	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	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	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	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 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

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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complete)	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": (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and (f)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.

Basic Documentary Requirement	Status of Submission (To be filled-out by the client; Check if submitted)
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet	
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 covering one (1) year performance in the last rating period/s prior to the assessment, 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	
A. Outstanding Employee Award a. Any issuance, memorandum or document showing the Criteria for the Search; b. Certificate of Recognition/Merit <i>*both MOVs should be present for point/s to be credited</i>	
B. Research and Innovation a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers/ (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research <i>*at least MOVA should be present for point/s to be credited</i>	
C. Subject Matter Expert/Membership in National TWGs or Committees a. Issuance or Memorandum showing the membership in NTWG or Committees; b. Certificate of Participation or Attendance; c. Output/ Adoption by the organization/DepEd <i>*At least MOVs A & B should be present for point/s to be credited</i>	
D. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/Invitation/Training Matrix b. Certificate of Recognition/ Merit/ Commendation/ Appreciation; c. Slide deck/s used and/or Session guide/s <i>*All MOVs should be present for point/s to be credited</i>	

<p>E. NEAP Accredited Learning Facilitator</p> <ul style="list-style-type: none"> a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office <p><i>*Either of the MOV may be credited point/s</i></p>	
<p>Application of Education</p> <ul style="list-style-type: none"> a. Action Plan approved by the Head of Office b. Accomplishment Report verified by the Head of Office c. Certification of the utilization/adoption signed by the Head of Office <p><i>*At least MOV A should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>Application of Learning and Development (L&D)</p> <ul style="list-style-type: none"> a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level <p><i>*At least MOVs A & B should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>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</p>	