

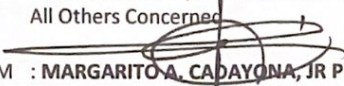


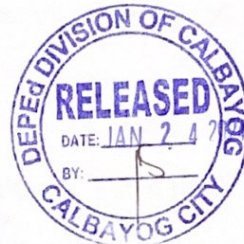
Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 041, s. 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor
 Education Program Supervisors
 Public Schools District Supervisors
 Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM :  **MARGARITO A. CADAYONA, JR PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Schools Division Superintendent



SUBJECT: **RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR OIC- CHIEF EDUCATION SUPERVISOR FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)**

DATE: January 12, 2024

1. This Office hereby informs all interested applicants that there will be a screening for the Officer-in-Charge (OIC) to CHIEF EDUCATION SUPERVISOR position in the School Governance and Operations Division (SGOD) of this division.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied for) on or before January 26, 2024 noon time only, to wit:

POSITION	DOCUMENTS
OIC-Chief Education Supervisor	1. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	2. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017 with work experience sheet if applicable
	3. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility
	4. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
	6. Photocopy of Certificate of Relevant Training/Seminars Attended
	7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	8. Performance Rating for the last 3 rating period
	9. Latest CSC Form 33 (Latest Appointment), if any
	10. 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 (Annex C), notarized by the authorized official; and
	11. Documents for Outstanding Accomplishments

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
Chief Education Supervisor	Education	Master's Degree in Education or other relevant Master's Degree
	Experience	Four (4) years of relevant experience in management and supervision
	Training	24 hours of training in management and supervision
	Eligibility	PBET/LET/RA 1080 (Teacher)

- The position of Officer-in-Charge to CHIEF EDUCATION SUPERVISOR in the School Governance and Operations Division (SGOD), this division is now open for application to all interested candidates in this division.
- The RSA process shall be based on the guidelines set forth in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph
- Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	100
g. Application of Learning and Development	-	10	10	10
h. Potential (Written Exam, BEI)	55	20	20	20
TOTAL	100	100	100	100

- The Perusal, Interview, and confirmation of points shall be done on this date:

ACTIVITIES	DATES
Examination	January 29, 2024 @ 9:00-11am
Interview, Perusal, and Confirmation	January 29, 2024 @ 2:00 pm

- The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
- Those declared qualified candidates must bring the original copy of the documents they respectively submitted for perusal during the confirmation of points.
- For information, guidance, and compliance of those concerned.



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