



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

July 25, 2024

DIVISION MEMORANDUM

No. 384, s. 2024

RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR OIC- EDUCATION PROGRAM SUPERVISOR FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

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

1. This Office hereby informs all interested applicants that there will be a screening for the Officer-in-Charge (OIC) to EDUCATION PROGRAM SUPERVISOR and SENIOR EDUCATION SPECIALIST (SEPS) 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 labelled with applicant's name, present position/designation, and the position being applied for) on or before July 29, to wit:

POSITION	DOCUMENTS
OIC-EDUCATION PROGRAM SUPERVISOR (EPS)and OIC-SENIOR EDUCATION SPECIALIST (SEPS)	1. Letter of Intent addressed to the Head of Office, or 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. Photocopy 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
OIC-EDUCATION PROGRAM SUPERVISOR (EPS)and OIC-SENIOR EDUCATION SPECIALIST (SEPS)	Education	Master's degree in education or other relevant degrees master's degree with a specific area of specialization
	Experience	At least 2 years' experience as a principal or Head Teacher or Master Teacher
	Eligibility	RA 1080 (Teacher)
	Training	8 hours of training in management and supervision

POSITION	CRITERIA	Education
School Management M&E Education Program Specialist	Education	Bachelor's degree in education or its equivalent and completion of academic requirements for a master's degree relevant to the job
	Experience	2 years experience in education, research, development, implementation or other relevant experience
	Eligibility	Career Service (Professional) Appropriate Eligibility for Second-Level Position
	Training	8 hours of training

- The position of Officer-in-Charge to EDUCATION PROGRAM SUPERVISOR and EDUCATION PROGRAM SPECIALIST 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 outlined 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		
	SG 11-15	SG 10-22 and SG 27	SG 24 (Chief)
NON-TEACHING/ Related-Teaching			
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of Learning and Development	10	10	10
h. Potential (Written Exam, BEI)	20	20	15
TOTAL	100	100	100

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

ACTIVITIES	DATES
Examination	August 1, 2024
Interview, Perusal, and Confirmation	August 2, 2024

- 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.
- Immediate dissemination of and compliance with this Memorandum are desired.



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 Officer-in-Charge
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 SB # 162 S. 2024



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