



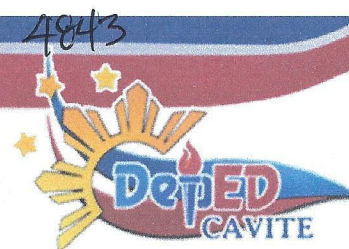
Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



June 13, 2017

DIVISION MEMORANDUM

NO. 139, s. 2017

**CALL FOR APPLICATION FOR THE POSITIONS OF
EDUCATION PROGRAM SUPERVISOR OF MAPEH,
LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT SYSTEM
AND SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID / SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman & Members
All Other Concerned

1. This Office announces the opening of application for the positions of Education Program Supervisor of MAPEH, Learning Resource Management and Development System, and School Governance and Operations Division with the following Qualification Standards:

➤ **Education Program Supervisor (SG-22)**

- **Education:** Bachelor's Degree in Secondary or Elementary Education; or Bachelor's Degree with 18 professional education units + Master's Degree in Education or other relevant Master's Degree *with specific area of specialization*
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** 2 years as Principal; or 2 years as Head Teacher VI; or 2 years as Master Teacher
- **Training:** 8 hours of relevant training

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 42, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet (CSC Form 212)

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards
2. Innovations
3. Research
4. Publication
5. Consultant/Resource Speakers in trainings/seminars

E-folder - F. Education and Trainings


1. Latest Transcript of Records
2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with applicant's name and position desired. Likewise, all applicants should bring the hard copy documents during evaluation and interview for validation.

4. Submit on or before **June 23, 2017 (Friday)** at the Records Unit, Division Office, Trece Martires City, Cavite

5. Posting and immediate dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent