



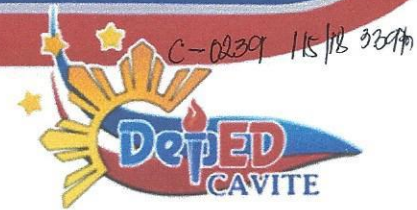
Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



January 04, 2018

DIVISION MEMORANDUM

NO. 003, s. 2017

CALL FOR APPLICATION FOR THE POSITIONS OF EDUCATION PROGRAM SUPERVISOR (MAPEH & VALUES EDUCATION) & ADMINISTRATIVE AIDE VI (OFFICE OF THE ASDS & CHIEF OF CID)

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 (MAPEH and Values Education) and Administrative Aide VI with the following Qualification Standards:

➤ **Education Program Supervisor (SG-22) (MAPEH & VALUES EDUCATION)**

- **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

➤ **Administrative Aide VI (SG-6) (OFFICE OF THE ASDS & CHIEF OF CID)**

- **Education:** Completion of Bachelor's Degree or at least 2 years relevant to the position
- **Eligibility:** Career Service Subprofessional, First Level Eligibility
- **Experience:** One year of relevant experience
- **Training:** Four hours of relevant training

Additional Qualification: Basic knowledge in computer operations such as Microsoft Office, use of the Internet, and has good communication skills.

Place of Assignment: (1) Office of the ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
(1) Office of the Chief of CURRICULUM & IMPLEMENTATION DIVISION

2. Interested applicants may submit personally the **scanned documents in CD saved in e-folder or email the application** at depedcavite.personnel@deped.gov.ph, following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

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

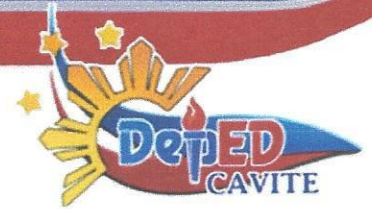
E-folder - B. Personal Data Sheet (CSC Form 212)

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

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



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

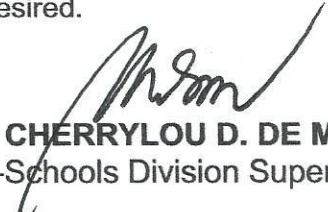
1. Awards
2. Innovations
3. Research
4. Publication
5. Consultant/Resource Speakers in trainings/seminars

E-folder - F. Education and Trainings

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

E-folder - G. Certificate of Eligibility

3. If application will be submitted personally, CD cover should be labelled with applicant's name, contact number and position desired. Likewise, all applicants should bring the hard copy documents during evaluation and interview for validation.
4. Submit on or before **January 19, 2018 (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