



May 3, 2018

DIVISION MEMORANDUM
NO. 118, s. 2018

CALL FOR APPLICATION FOR THE POSITION OF EDUCATION PROGRAM SUPERVISOR OF FILIPINO

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 position of Education Program Supervisor 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; 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 with picture
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, position desired and contact number.** Likewise, all applicants should bring the hard copy documents during interview for validation.

4. Submit on or before **May 18, 2018 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

5. Posting and immediate dissemination of this Memorandum is desired


ELIAS A. ALCANTARA, JR., Ed.D.
OIC-Assistant Schools Division Superintendent
W. CHERRYLOU D. DE MESA, CESO VI
Schools Division Superintendent 