

Republic of the Philippines

Department of Education Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite



May 3, 2018

DIVISION MEMORANDUM NO. 118, s. 2018

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

OIC, Assistant Schools Division Superintendent TO: 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

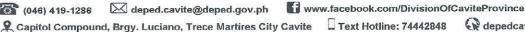
5. Posting and immediate dissemination of this Memorandum is desi

TH.CHERRYLOU D. DE MESA, CESO V

Schools Division Superintendent



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