



May 3, 2018

**DIVISION MEMORANDUM**  
NO. 119, s. 2018

## **CALL FOR APPLICATION FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

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 Public Schools District Supervisor with the following Qualification Standards:

➤ **Public Schools District Supervisor (SG-22)**

- **Education:** Master's degree in Education preferably in Administration/Supervision or Educational Management
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** Two years as School Principal III or four years as School Principal II
- **Training:** 16 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. 66, 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.

By: ELIAS A. ALICAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent

For: **CHERRYLOU D. DE MESA, CESO VI**  
Schools Division Superintendent

