

<div style="display: flex; justify-content: space-between; align-items: center;"> <div>    </div> <div style="text-align: center;"> <div>9:24</div> <div style="border: 2px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">RECEIVED</div> <div>RECORDS SECTION</div> </div> <div style="text-align: right;"> <div>Notice of Vacancy</div> <div>Personnel Section</div> <div>(08C)</div> <div>DEPED-4A-GF832011-17</div> </div> </div>				
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NOTICE OF VACANCY

June 13, 2018

POSITION/Salary Grade : EDUCATION PROGRAM SUPERVISOR (EPS)/SG 22

Salary Per Month : Php58,717.00 (NBC 572)

No. of Position/s and Place of Assignment : 1 Position/Quality Assurance Division (QAD)

QUALIFICATIONS

Education : Master's Degree in Education or other relevant Master's Degree with specific area of specialization

Experience : 2 years as Principal, or
2 years as Head Teacher, or
2 years as Master Teacher




Training : 8 hours of relevant training

Eligibility : R.A. 1080 (Teacher)

Additional Requirement: Computer literate especially in MS word, excel, and power point

DUTIES AND RESPONSIBILITIES OF AN EDUCATION PROGRAM SUPERVISOR (EPS):

- ✓ Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS).
- ✓ Designs QA-M&E processes and tools to operationalize the QMS framework of the region.
- ✓ Coordinates the development of regional guidelines/standards/tools in assessing the performance o groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers).
- ✓ Organizes the formation, training and practice of M&E Teams in the RO and SDOs though regular monitoring and provision of support to sustain functional quality assurance systems
- ✓ Facilitates group processes for the review of existing national standards for its localization as appropriate to the region.
- ✓ Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes.
- ✓ Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.
- ✓ Coordinates and facilitates the conduct of a quarterly regional monitoring,

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Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement.

- ✓ Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division.
- ✓ Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards.
- ✓ Prepares M&E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions.
- ✓ Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.
- ✓ Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators.
- ✓ Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes.
- ✓ Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges.
- ✓ Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards.
- ✓ Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.
- ✓ Identify, gather data/research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.
- ✓ Assists Chief of QAD in communicates M&E results to concerned FDs/Units and schools division management teams.
- ✓ Participates in designing and crafting REDP that will set the strategic directions for the region.
- ✓ Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region.
- ✓ Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance.
- ✓ Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region.
- ✓ Describes accurately the functions performed and submits promptly performance reports to Chief of QAD.



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- ✓ Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit.
- ✓ Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit.

Interested and **QUALIFIED APPLICANT/s** shall submit to the Personnel Section, DepEd Regional Office IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal an **application letter together with the following duly authenticated documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. 3 Years Performance Ratings (if applicable)
3. Updated Service Record/Certificate of Employment with brief description of duties and responsibilities
4. Latest approved appointment (if applicable)
5. Transcript of Records (TOR), authenticated by the institution/university
6. Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, i.e. PRC, CSC
7. Certificate of training/s relevant to the position being applied (must not be credited during the last promotion)
8. Proof of Outstanding Accomplishment/s related to the position being applied

Interested and **QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:


DIOSDADO M. SAN ANTONIO
Director IV
DepEd Region IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



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The Personnel Section will be **accepting application of interested and QUALIFIED APPLICANTS** for evaluation of documents.

Deadline for submission of application is on or before June 25, 2018.

Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.


DIOSDADO M. SAN ANTONIO
Director IV

NOTE:

Only applicant/s with complete requirements shall be entertained.

Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of the Department of Education, Region IV-A CALABARZON

DIOSDADO M. SAN ANTONIO

Director IV

Date: June 5, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Education Program Supervisor	OSEC-DECSB-EPSVR-270005-2010	22	Php58,717.00	Master's Degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal I, or 2 years as Head Teacher, or 2 years as Master Teacher	R.A. 1080 (Teacher)	Computer literate especially in MS word, excel, and power point	Quality Assurance Division (QAD)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 25, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DIOSDADO M. SAN ANTONIO
Director IV
DepEd RO IV-A CALABARZON / Gate 2 Karangalan Village, 1900 Cainta, Rizal
DepEdROIVACalabarzon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.