



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



June 7, 2019

C-5796
6/7/19
3:05 PM

DIVISION MEMORANDUM

NO. 221, s. 2019

**CALL FOR APPLICATION FOR THE POSITIONS OF
EDUCATION PROGRAM SUPERVISOR – KINDER,
SECONDARY SCHOOL PRINCIPAL II, III, & IV**

TO: OIC, Assistant Schools Division Superintendents
Chief, CID
OIC - Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Secondary School Principals
HRMPSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the following positions with the following Qualification Standards:

➤ **Education Program Supervisor-Kinder (SG-22)**

- **Education:** Bachelor's Degree in Secondary or Elementary Education; or Bachelor's Degree with 18 professional education units plus Master's Degree in Education or other relevant Master's Degree with specific area of specialization
- **Training:** 8 hours training in management and supervision
- **Experience:** At least 2 years' experience as Principal or Head Teacher or Master Teacher
- **Eligibility:** RA 1080 (Teacher)

Number of vacant position: 1 (Place of Assignment: Schools Division Office)

Job Summary:

- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.
- To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

➤ **Secondary School Principal IV (SG-22)**

- **Education:** Bachelor's degree in Secondary Education (BSEd); or Bachelor's degree with 18 professional education units plus 6 units of Management
- **Training:** 40 hours of relevant training
- **Experience:** At least 1 year as Principal III
- **Eligibility:** PBET/LET/Teacher/RA 1080

Number of vacant positions: 2



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➤ **Secondary School Principal III (SG-21)**

- **Education:** Bachelor's degree in Secondary Education (BSEd); or Bachelor's degree with 18 professional education units plus 6 units of Management
- **Training:** 40 hours of relevant training
- **Experience:** At least 1 year as Principal II
- **Eligibility:** PBET/LET/Teacher/RA 1080

Number of vacant positions: 2

➤ **Secondary School Principal II (SG-20)**

- **Education:** Bachelor's degree in Secondary Education (BSEd) or Bachelor's degree plus 18 professional education units plus 6 units of Management
- **Training:** 40 hours of relevant training
- **Experience:** At least 1 year as Principal I
- **Eligibility:** PBET/LET/Teacher/RA 1080

Number of vacant positions: 2

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 and 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

For Innovations Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

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 open ranking and interview for validation.

4. Submit on or before **June 17, 2019 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

5. Posting and immediate dissemination of this Memorandum is desired.


by: ELIAS A. ALICATA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

CHERRYLOU D. REPIA
Schools Division Superintendent



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