



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL

Department of Education  
DIVISION OF CAVITE  
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January 7, 2020

**Regional Memorandum**

**ANNOUNCEMENT OF VACANCY**

To: Regional Office Officials and Employees  
Schools Division Superintendents  
All Others Concerned

1. This is to announce the vacancy in the Regional Office for the position listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class or political affiliation.

Position	Salary Grade	Monthly Salary (NBC 575)	No. of Position/s	Place of Assignment
Chief Education Supervisor (CES)	24	P83,406.00	3	Regional Office IV-A CALABARZON

2. The Qualification Standards (QS) of the said position are as follows:

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor (CES)	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility



"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"  
Trunkline: 02-8682-5773  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Document Inquiry: <https://r4a-teadoc.com/inquire>  
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3. Below are the duties and responsibilities of the abovementioned position:

Position	Duties and Responsibilities
<b>Chief Education Supervisor (CES)</b>	<b>Curriculum and Learning Management Division (CLMD):</b>
	<ul style="list-style-type: none"> <li>➤ Provide technical inputs to the Strategic Plan of the region (REDP) based on M&amp;E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the management and delivery of the Basic Education Curriculum.</li> <li>➤ Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum.</li> <li>➤ Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.</li> <li>➤ Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.</li> <li>➤ Guide and provide technical inputs to HRD and CLMD teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum.</li> <li>➤ Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding.</li> <li>➤ Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.</li> <li>➤ Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.</li> <li>➤ Guides the development of programs and strategies to</li> </ul>



	<p>localize, indigenize, contextualize competencies in the curriculum per subject area.</p> <ul style="list-style-type: none"> <li>➤ Guide the development of systems and mechanisms for managing and monitoring the localized and indigenized curriculum.</li> <li>➤ Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.</li> <li>➤ Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.</li> <li>➤ Establish and sustain operations of the regional Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).</li> <li>➤ Provide oversight to the development of Localized/indigenized learning materials for regional use by the LR Development Teams.</li> <li>➤ Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes.</li> <li>➤ Submit to the Regional Director policy recommendations related to improving learning outcome in the region.</li> <li>➤ Submits to regional management policy recommendations on curricular support activities for regional adoption.</li> <li>➤ Lead a team in providing technical assistance a cluster of schools division.</li> <li>➤ Lead the CLMD team in consolidating needs for technical assistance on Curriculum Management Instructional Delivery for the whole region.</li> <li>➤ Presents to regional management periodic reports on the progress o technical assistance in:</li> <li>➤ Cluster of schools division assigned to the TA team.</li> <li>➤ Curriculum management and instructional delivery.</li> </ul>
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|  | <ul style="list-style-type: none"><li>➤ Submits to the regional management, policy recommendations arising from reports of results evaluation or provision of technical assistance.</li><li>➤ Prepare and manage the budget for CLMD's resource requirements and submits this to be part of the Regional Budget.</li><li>➤ Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.</li><li>➤ Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.</li><li>➤ Submits M&amp;E Report/Results of CLMD Operations to inform management of progress.</li><li>➤ Prepares and submits an Annual Procurement Plan of CLMD to schedule expense requirements.</li><li>➤ Conduct Performance Appraisal Feedback and</li><li>➤ Rating on direct reports towards continues improvement of performance.</li><li>➤ Prepares and implements a Professional Development Plan for CLMD personnel</li><li>➤ Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.</li><li>➤ Conducts regular CLMD Meetings for regular updates and work coordination.</li><li>➤ Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.</li></ul> |
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Position	Duties and Responsibilities
<b>Chief Education Supervisor (CES)</b>	<b>Field Technical Assistance Division (FTAD):</b>
	<ul style="list-style-type: none"> <li>➤ Ensures that TA Support Systems and Processes are in place and are clearly understood by all RTAT members.</li> <li>➤ Review and develop policies and guidelines on the processes and mechanisms of the planning system to suit the local needs.</li> <li>➤ Ensure the capability of the region and school's division ability to implement the TA mechanism and system.</li> <li>➤ Build the capability of RO educational technical staff to provide technical assistance to schools division</li> <li>➤ Organize and conduct the training of all RFTATs on the TA Mechanism.</li> <li>➤ Orient or conduct a briefing session with all RFTATs regarding their roles and responsibilities in the provision of TA in general plus other specific focus of the subsequent TA activity.</li> <li>➤ Provide oversight and support to all RFTATs in providing TA to schools divisions.</li> <li>➤ Leads in identifying and sharing of Best practices in providing TA to schools divisions.</li> <li>➤ Coordinates with Budget in the preparation of the work and financial plan and accomplishments of the FTAD.</li> </ul>
<b>Chief Education Supervisor (CES)</b>	<b>Education Support Services Division (ESSD):</b>
	<ul style="list-style-type: none"> <li>➤ Partners in education with MOA/MOU</li> <li>➤ Localized policies/standards for engaging ESS partners</li> <li>➤ Sustained relationships of partners for increased support to basic education</li> <li>➤ Review and evaluate partnership proposals to strengthen education support services and recommend to the RD, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners.</li> <li>➤ Review and recommend to the</li> </ul>



RD localized policies/standards for engaging ESS partners that will protect DepEd interest and values.

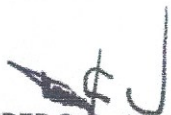
- Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.
- Ensure the provision of technical assistance to the schools division by:
  - Leading a team that will take care of the needs a cluster of schools division
  - Responding to the identified needs of all the schools divisions in relation to education support and services
- Prepare and manage the budget for ESSD's resource requirements and submits this to be part of the Regional Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
- Submits M&E Report/Results of ESSD Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of ESSD to schedule expense requirements.
- Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for ESSD personnel.
- Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conduct regular ESSD meetings



	<p>for regular updates and work coordination.</p> <p>➤ Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.</p>
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4. Interested qualified applicants shall **submit documents with "ear tags"** following the arrangements below:
  - a. Letter of intent addressed to the Regional Director
  - b. 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](http://www.csc.gov.ph)
  - c. **Authenticated** PRC ID/CSC Eligibility
  - d. Performance Ratings (duly signed) – **3 consecutive years** (note: Summary of Ratings will not be accepted)
  - e. Updated Service Record
  - f. Certificate of Employment with brief description of duties and responsibilities and performance rating/s for applicant from the private company, and those on a Job Order or Contract-Of-Service status
  - g. Outstanding Accomplishments (if any)
    - 1) Outstanding Employee Award/s
    - 2) Innovations
    - 3) Research and Development Projects
    - 4) Publication/Authorship
    - 5) Consultant/Resource Speaker in Trainings/Seminar
  - h. **CAV** of latest Transcript of Records (TOR) and Diploma/Certification on CAR
  - i. Certificate of Training/s Attended (must be relevant to the position being applied and not credited during the last promotion)
  - j. Latest approved appointment (if any)
5. Applicants must ensure that their **documents are complete, and accurate.**
6. **Application documents shall be accepted until January 20, 2020. Late documents shall not be accepted. Only those applicants with complete requirements shall be entertained.**
7. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.
8. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification thru email address/cell phone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

9. Applicants may 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.
10. Wide and immediate dissemination of this Memorandum is desired.

  
**WILFREDO E. CABRAL**  
Director III  
Officer-in-Charge  
Office of the Regional Director



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

To CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Director III, OIC-Office of the Regional Director  
WILFREDO CABRAL  
Date: January 7, 2020



No	Position Title (Parent/Thematic Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Education Supervisor	OSEC-DECSB-CES-270011-2015	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Seco and Level eligibility		DepEd Regional Office IV-A CALABARZON
2	Chief Education Supervisor	OSEC-DECSB-CES-270010-2015	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Seco and Level eligibility		DepEd Regional Office IV-A CALABARZON
3	Chief Education Supervisor	OSEC-DECSB-CES-270009-2015	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional/Seco and Level eligibility		DepEd Regional Office IV-A CALABARZON

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 January 20, 2020.

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](http://www.csc.gov.ph).
2. Performance rating in the last rating period (if applicable).
3. Photocopy of certificate of eligibility/training/degree, and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send in or send through courier/mail their application to

WILFREDO CABRAL  
Director III, OIC-Office of the Regional Director  
DepEd Region IV-A CALABARZON, Gate 2 Karingan Village, Carina Rizal  
*(Proposed Calabarzon Regional Office)*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

The Department of Education, Region IV-A CALABARZON adheres to the "Equal Employment Opportunity Principle (EEOP)". All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.