Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JUNE 1, 2020

DIVISION MEMORANDUM
NO. 157 , s. 2020

To: OIC, Assistant Schools Division Superintendent
        Chief, Curriculum and Implementation Division
        Chief, School Governance and Operations Division
        All Education Program Supervisors
        All Public Schools District Supervisors
        HRMPSB – Chairman and Members
        All Concerned

CALL FOR APPLICATION FOR THE POSITION OF EDUCATION PROGRAM SUPERVISOR – MATHEMATICS

1.   This office announces the opening of application for the position of Education Program Supervisor – Mathematics with the following basic Qualification Standards:

a. **(1) Education Program Supervisor** (SG-22)
   - **Education:** Master's degree in education or other relevant degree or Master's degree with specific area of specialization
   - **Training:** 8 hours training in management and supervision
   - **Experience:** At least 2 years' experience as School Principal or Head Teacher or Master Teacher
   - **Eligibility:** RA 1080 (Teacher)

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; and
   - When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

Place of Assignment: Schools Division Office – Curriculum and Implementation Division

Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph

Certificate Number: AJA17-0083

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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 latest 2x2 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.
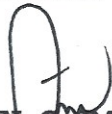
E-folder - F. Education and Trainings
          1. Latest Transcript of Records
          2. Certificates of Trainings attended
E-folder - G. Certificate of Eligibility

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 15, 2020 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

5.   The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the "Equal Opportunity Principle (EOP) on Human Resource Management and Development". All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.

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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM-Memo Title
ODC/DTS NO./Date Prepared (mm/dd/yy)

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