



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

FEBRUARY 19, 2021

DIVISION MEMORANDUM
NO. 059, s. 2021

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

**CALL FOR APPLICATION FOR THE POSITIONS OF
EDUCATION PROGRAM SPECIALIST II – ALS AND TEACHER III - ALS**

1. In view of transparent governance, this Office announces the opening of application for the positions of Education Program Specialist II – Alternative Learning System and Teacher III – Alternative Learning System with the following Qualification Standards:

a. (1) Education Program Specialist II (SG-16)

- **Education:** Bachelor's degree in Education or its Equivalent
- **Training:** Four (4) hours relevant training
- **Experience:** Two (2) years' experience in education, research, development, implementation, or other relevant experience
- **Eligibility:** PBET/RA 1080 (LET)/Career Service (Professional)/Eligibility for Second Level Position

Additional Qualifications in Experience:





- Highly developed interpersonal skills to be able to deal with a wide range of individuals from varied background
- Creative/resourceful, Energetic
- Networking/Organizing, Advocacy & Social Mobilization
- Resource Generation

Place of Assignment: Schools Division Office – ALS Office

Job Summary:

- To provide basic education services to out-of-school children, youth, and adults by assisting the Public Schools District Supervisors in coordinating activities on Alternative Learning System (ALS) programs and projects;



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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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instructional supervision; monitoring and evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.

b. (1) Teacher III (SG-13)





- **Education:** Bachelor of Elementary/Secondary Education; or Bachelor's Degree plus 18 professional education units
- **Training:** None required
- **Experience:** Two (2) years relevant experience
- **Eligibility:** PBET/RA 1080 (LET)

Place of Assignment: Alternative Learning System (ALS)

Job Summary:

- Organizes and teaches ALS learners group and ensures attainment for the ALS learners on the acquisition of Accreditation and Equivalency (A&E).
2. All ALS Teachers/Mobile Teachers who holds permanent position and currently teaching in this Division are **encouraged** to apply to Teacher III position.
3. Interested applicants should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 66, s. 2007 and Regional Memorandum No. 434, s. 2017:
- A. Original Copy of Letter of Intent to Apply addressed to the Schools Division Superintendent
 - B. Original Copy of Personal Data Sheet with latest passport size picture
 - C. Photocopy of Performance Rating – 3 consecutive years (if any)
 - D. Experience – Photocopy of Service Record or Certificate of Employment
 - E. Photocopy of Outstanding Accomplishments (if any)
 1. Awards
 - a. Certificate of Recognition
 - b. Copy of memorandum/issuances/invitation/program that the award has undergone to selection committee and selection criteria
 2. Innovations
 - a. Approved Project Proposal
 - b. Copy of innovative projects, instructional materials, program, software, or manual
 - c. Summary of the Results of its effectiveness/Cost-Benefit Analysis
 - d. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented, or adopted



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3. Research and Development Projects
 - a. Copy of Research
 - b. Research Output
 - c. Research Report
4. Publication and Authorship
 - a. Copy of Research Journal, Article, Book, or Magazine
5. Consultancy/Resource Speakership
 - a. Certificate of Recognition/Appreciation or Certificate of Completion if consultancy
 - b. For Resource Speakership: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum; For Consultancy: Certification from department, agency or private institution certifying the service(s) as consultant/professional expert.

For Innovations, Research, and Publications, photocopy of front page of programs/projects, research paper, article or book will be honored. However, approved copy of the programs/projects, research, article, book, memorandum, travel order, certificate and other relevant documents stated above should be presented during the open ranking.

F. Education and Trainings

1. Photocopy of Latest Transcript of Records
2. Photocopy of Certificates of Trainings attended

G. Photocopy of Certificate of Eligibility or PRC License





4. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under outstanding accomplishments submitted by teaching, teaching-related, non-teaching, and school head applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.

5. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. **Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.**

6. Submit on or before **March 5, 2021 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

7. 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



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applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.

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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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