



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

JULY 14, 2023

DIVISION MEMORANDUM
NO. 209, s. 2023

**CALL FOR APPLICATION FOR THE POSITION OF
PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: 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

1. In view of transparent governance, this Office announces the opening of application for the position of Public Schools District Supervisor with the following basic Qualification Standards:

➤ **Public Schools District Supervisor (SG-22)**

Qualification Standards:

- **Education:** Master’s Degree in Education or other relevant Master’s Degree
- **Training:** Sixteen hours of relevant training
- **Experience:** Five years cumulative experience in instructional supervision and school management
- **Eligibility:** PBET/RA 1080 (LET)





Number of Anticipated Vacancies: 2

Place of Assignment: Schools Division Office – Curriculum Implementation Division

Job Summary:

- To provide schools and learning centers in a district with relevant and timely service through the conduct of instructional supervision, provision of technical assistance in school management and curriculum implementation, establishing a conducive physical environment for learners and school workers, sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.



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2. Interested and qualified applicants shall fill-up the **Online Recruitment Form** thru this link: <https://tinyurl.com/OnlineRecruitmentForm> and print the email thread of their responses before submitting the **hard copy of documents** to the Division Office – Records Unit following the arrangement of documents specified in DepEd Order No. 007 s. 2023:





Mandatory Requirements:

- A. Letter of intent addressed to the Schools Division Superintendent
- B. Duly Accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with latest passport size picture and Work Experience Sheet, if applicable
- C. Photocopy of valid and updated PRC License/ID, if applicable
- D. Photocopy of Certificate of Eligibility/Rating, if applicable
- E. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available
- F. Photocopy of Certificates of Training, if applicable
- G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- H. Photocopy of latest appointment, if applicable
- I. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position, if applicable
- J. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (see attached form), notarized by authorized official.

Additional Requirements:

- A. Means of Verification showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development, reckoned from the date of last issuance of appointment (if any):
 1. Awards and Recognition
 - a. Outstanding Employee Award
 - Any issuance, memorandum or document showing the Criteria for the Search; and
 - Certificate of Recognition/Merit
 2. Research and Innovation
 - a. Proposal duly approved by the Head of Office or the designated Research Committee per DepEd Order No. 16, s. 2017
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office



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- d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
 - e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
3. Subject Matter Expert/Membership in National Technical Working Groups or Committees
 - a. Issuance/Memorandum showing the membership in NTWG or Committees; and
 - b. Certificate of Participation or Attendance and
 - c. Output/Adoption by the organization/DepEd
 4. Resource Speakership / Learning Facilitation
 - a. Issuance/Memorandum/Invitation/Training Matrix;
 - b. Certificate of Recognition Merit/ Commendation/ Appreciation; and
 - c. Slide deck/s used and/or Session guide/s
 5. NEAP Accredited Learning Facilitator
 - a. Certificated of Recognition as Learning Facilitator issued by NEAP Central or Regional Office
 6. Application of Education
 - a. Action Plan approved by the Head of Office
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of the utilization/adoption signed by the Head of Office
 7. Application of Learning and Development
 - a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required
 - b. Action Plan/Re-entry Action Plan (REAP), Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office
 - c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
 - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level



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- B. Photocopy of the Performance Rating obtained from the relevant work experience if latest performance rating is not relevant to the position applying for.
3. 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.
4. Submit on or before **July 28, 2023 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
5. Applicants who failed to submit complete mandatory requirements on the set deadline indicated on this memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements shall not warrant exclusion from the pool of official applicants.
6. 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.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

RCD/DM No. 289 s. 2023
SU - 23408 /07/14/2023



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