



March 02, 2017

DIVISION MEMORANDUM
NO. 0054, s. 2017

CALL FOR APPLICATION FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID / SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the position of Public Schools District Supervisor with the following Qualification Standards:

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

- **Education:** Master's degree in Education preferably in Administration/Supervision or Educational Management
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** Two years as School Principal III or four years as School Principal II
- **Training:** 16 hours of relevant training

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. Performance Rating – 3 consecutive years (if any)

E-folder - C. Experience – Service Record or Certificate of Employment

E-folder - D. Outstanding Accomplishments (if any)

1. Awards
2. Innovations
3. Research
4. Publication
5. Consultant/Resource Speakers in trainings/seminars

E-folder - E. Education and Trainings

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

E-folder - F. Certificate of Eligibility

3. CD cover should be labelled with applicant's name and position desired. Likewise, all applicants should bring the hard copy documents during interview for validation.

4. Submit on or before **March 15, 2017 (Wednesday)** at the Records Unit, Division Office, Trece Martires City, Cavite

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

ELIAS A. ALICAYA, JR. Ed.D.

OIC-Assistant Schools Division Superintendent

CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent