



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

DIVISION MEMORANDUM  
No. 122 s. 2020

JUL 14 2020

**RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF  
PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors/Principal-In-Charge of the District  
School Heads of Elementary, Secondary and Integrated Schools

1. This is to inform the field that by virtue of the retirement of Mr. Francisco C. Medecilo as Public Schools District Supervisor effective February 1, 2020, this office is now accepting qualified applicants for the aforementioned position.

2. In view of this, all interested and qualified applicants regardless of their sex, civil, economic status, religious belief and affiliation, cultural group and physical circumstances may submit online the documents listed below to applications.depedkabankalan@gmail.com with the subject: **PSDS APPLICATION**.

2.1. Application Letter addressed to the Schools Division Superintendent

2.2. Personal Data Sheet (CS Form 212)

2.3. Certified Photocopies of the following:

2.3.1 Updated Service Records

2.3.2 Performance Rating for the last three (3) years

2.3.3 Transcript of Records/Special Order

2.3.4 Latest Appointment

2.3.5 Certificates of Outstanding Accomplishments

2.3.6 Certificates of Relevant Trainings Attended (not used for ranking during the last promotion)

3. Only documents submitted before the deadline shall be considered. No additional documents will be accepted after **5:00pm of July 27, 2020** and during the evaluation and deliberation process of the Human Resource Management and Personnel Selection Board (HRMPSB).

4. In addition, interested applicants shall register their application through this link:  
**<http://deped.in/PSDSKAB>**



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



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5. Original documents shall be presented to the HRMPSB for verification purposes during the evaluation and deliberation process for verification purposes.

6. Interested applicants should meet the following minimum qualifications as per DepEd Order No. 26, s. 2016 as follows:

Education : Master's Degree in Education or other relevant  
Master's degree  
Experience: Five (5) years cumulative experience in  
instructional supervision and school management  
Training : Sixteen (16) hours of relevant training  
Eligibility: PBET/LET (Teacher) RA 1080

7. The criteria for ranking is in accordance to DepEd Order 66, s. 2007 to wit:

Performance	35 points
Experience	5 points
Meritorious/Outstanding Accomplishments	20 points
Education	25 points
Training	5 points
Psycho-social attributes	5 points
Potential	5 points
<b>TOTAL</b>	<b>100 POINTS</b>

8. Relative to CSC MC No. 14, s. 2020 (Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State of Calamity Due to COVID-19 Pandemic), the conduct of the interview for applicants shall be through Microsoft Zoom on July 29, 2020. Applicants shall be informed through their contact information provided in their application the mechanism of the online interview and online assessment in order to measure their intellectual, conceptual, managerial and human relation skills. This will comprise the Personal Characteristics and Potential parts.

9. In-depth selection process including field validation, background/character investigation shall be conducted in order to provide the appointing authority with a comprehensive profile of the applicant.

10. Immediate and wide dissemination of this Memorandum is desired.

**PORTIA M. MALLORCA, Ph.D., CESO V**  
*Schools Division Superintendent*



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