



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 2/2, s. 2023

JUN 01 2023

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 369, s. 2023 dated May 25, 2023 titled **Recruitment and Selection of Applicants for Vacant Positions**.
2. For further details and concerns, contact Jewelyn Q. Cadigal, EPS II – SM&N and Division Information Officer at 09162664460.
3. Immediate dissemination of and appropriate action on this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAY 25 2023

REGIONAL MEMORANDUM
No. 369 s. 2023

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the positions stated below:

POSITION	No. of Positions	Office Assignments
Chief Education Supervisor (OSEC-DECSB-CES-420006-1998)	1	Field Technical Assistance Division
Chief Education Supervisor (OSEC-DECSB-CES-420008-1998)	1	Education Support Services Division
Total Positions	2	

2. The CSC Qualification Standards of the positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Chief Education Supervisor (OSEC-DECSB-CES-420006-1998)	24	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	Four (4) years of supervisory / management experience	Career Service Professional / Second Level Eligibility
Chief Education Supervisor (OSEC-DECSB-CES-420008-1998)	24	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	Four (4) years of supervisory / management experience	Career Service Professional / Second Level Eligibility

- 3.. DepEd Preferred Qualification Standards of the positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Chief Education Supervisor (OSEC-DECSB-CES-420006-1998)	24	Master's degree in Education or other relevant master's degree	40 hours of supervisory/ management learning and development intervention	Four (4) years of supervisory / management experience	RA 1080 (Teacher)
Chief Education Supervisor (OSEC-DECSB-CES-420008-1998)	24	Master's degree in Education or other relevant master's degree	40 hours of supervisory/ management learning and development intervention	Four (4) years of supervisory / management experience	RA 1080 (Teacher)



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



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4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Division, DepEd, Regional Office 6, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:
- Letter of intent addressed to the Head of Office;
 - Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - 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;
 - Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
 - Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of Performance Rating in the last rating period (s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - 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 pursuant to RA No. 10173, using the required form (Enclosure No. 1), notarized by authorized official; and
 - Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), for comparative assessment, including but not limited to:
 - Means of Verification (MOVs) showing **Outstanding Accomplishments, Application of Education, and Application of Learning and Development** reckoned from the date of last issuance of appointment; and
 - Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.
5. The applicants may submit the required documents through e-mail due to Community Quarantine and Health Protocols caused by COVID-19. However, the hard copies of the required documents shall follow and to be submitted (through any Courier) before the deadline.
6. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	May 25, 2023 to June 05, 2023



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Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	June 06-09, 2023
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	June 13, 2023
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	June 14-23, 2023
Systematic Assessment		
Written and Skills Tests	Convergence Zone / HRDD Office	June 26, 2023, 9:00AM- 12:00AM
Interview of applicants	Convergence Zone	June 26, 2023, 2:00PM- 5:00PM
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director / Virtual	June 27, 2023
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	June 28, 2023
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	June 29, 2023

7. The applicants are reminded of the following:
 - i. Late submission of mandatory documents shall not be evaluated; and
 - ii. No retrieval of folders will be allowed once stamped "Received" by the office.
8. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

References: None
Inclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT HIRING RECRUITMENT SELECTION



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