



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 428, s. 2023

NOV 20 2023

RECRUITMENT AND SELECTION FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR
AND EDUCATION PROGRAM SUPERVISOR
FOR FILIPINO AND VALUES EDUCATION

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Kabankalan City, through the HRMO, announces the start of the acceptance of applications and pertinent documents from all interested qualified applicants for the following positions not later than 5 p.m. of December 5, 2023:
- a. Public Schools District Supervisor (District of K1)
 - b. Education Program Supervisor (Filipino)
 - c. Education Program Supervisor (Values Education)
2. The selection and ranking process is open to all qualified applicants regardless of their age, sex, and sexual orientation, civil and economic status, religious belief and affiliation, cultural group, and physical disabilities.
3. Below is the table of qualification standards of the said positions:

Position/SG/Item Number/Place of Assignment	Education	Training	Experience	Eligibility
Education Program Supervisor – SG 22 OSEC-DECSB-EPSVR-420142-2010 OSEC-DECSB-EPSVR-420143-2010 Curriculum Implementation Division	Master's Degree in Education or other relevant Master's degree with specific area of specialization (Filipino/Values Education)	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)

*Relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of an Education Program Supervisor as indicated in paragraph 4 of this Memorandum



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Public Schools District Supervisor – SG 22 OSEC-DECSB-PSDS-420084-2014 Curriculum Implementation Division	Master's Degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)
<i>*Relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Public Schools District Supervisor as indicated in paragraph 4 of this Memorandum</i>				

4. Relative to the conduct of this recruitment, interested qualified applicants are enjoined to take note of the duties and responsibilities of a Public Schools District Supervisor and an Education Program Supervisor shown below:

Education Program Supervisor	
Job Summary To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. To provide technical assistance to the schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.	
Key Result Areas	Duties and Responsibilities
Management of Curriculum Implementation	<ol style="list-style-type: none">1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.2. Develop together with School M&E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.3. Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum4. Implementation and Management per Subject area.5. Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.6. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.



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	<ol style="list-style-type: none">7. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.8. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
Curriculum Development, Enrichment, and Localization	<ol style="list-style-type: none">1. Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.2. Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
Learning Delivery	<ol style="list-style-type: none">1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
Learning Resource	<ol style="list-style-type: none">1. Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resources to support the basic education curriculum.2. Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
Learning Outcomes Assessment	<ol style="list-style-type: none">1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
Special Curricular Programs and Support Activities	<ol style="list-style-type: none">1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.2. Drafts policy recommendations on curricular support activities for regional adoption.
Research	<ol style="list-style-type: none">1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.



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Technical Assistance	<ol style="list-style-type: none">1. Assess the situation and analyze the needs of assigned schools to identify the appropriate and relevant actions and interventions.2. Coordinate with the PSDS to arrive at a technical assistance plan for each district.3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.4. Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools.5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management 's consideration.
Public Schools District Supervisor	
Job Summary To provide schools and learning centers in a district with relevant and timely service through: <ul style="list-style-type: none">• 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; and• sustaining strong and harmonious partnerships and collaboration among stakeholders to improve access to and delivery of quality basic education.	
Key Result Areas	Duties and Responsibilities
Instructional Supervision	<ol style="list-style-type: none">1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education
Technical Assistance in School Management	<ol style="list-style-type: none">1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing,2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.

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	<ol style="list-style-type: none">3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.5. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.
Monitoring and Evaluation	<ol style="list-style-type: none">1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools.2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation
Curriculum Development, Enrichment, and Localization	<ol style="list-style-type: none">1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.
Learning Outcomes Assessment	<ol style="list-style-type: none">1. Gather results of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
Research	<ol style="list-style-type: none">1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
Technical Assistance	<ol style="list-style-type: none">1. Assess the situation and analyze the needs of schools in the district to identify the appropriate and relevant actions and interventions.2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.3. Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.4. Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools.



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	5. Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
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5. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City, one (1) set of the following required documents in a folder with ear tabs as indicators for each type of documents:

- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Report of 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 Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance 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 (Enclosure No. 1) – 4 copies;
- Other documents as may be required for comparative assessment, such as 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
 - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

6. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.

7. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification by the Human Resource Management Promotion and Selection Board.

8. Applicants with disabilities shall request the Chairman of the HRMPSB in writing prior to the deadline of submission of applications should any assistance be needed.

9. The indicative timeline of activities for this recruitment below is subject to change should unforeseen circumstance/s arise that may be beyond the control of the HRMPSB:



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2454 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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Activity	Date	Venue	Persons Involved
Acceptance of Applications	November 21, 2023 - December 5, 2023	Records Section, SDO	All Interested Applicants; Records Officer
Document Evaluation	December 5-8, 2023	New Conference Room, SDO	HRMPSB
Posting of Initial Evaluation Result	December 11, 2023	SDO Website	HRMO
Conduct of Skills Test/Work Sample test/BEI	December 12, 2023	New Conference Room, SDO	HRMPSB; All Qualified Applicants
Open Ranking/Document Validation	December 15, 2023	New Conference Room, SDO	HRMPSB; All Qualified Applicants
Posting of Comparative Assessment Result	December 20, 2023	SDO Website; SDO Lobby	HRMPSB; All Qualified Applicants

10. Immediate dissemination of and compliance with this Memorandum are desired.

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

CHECKLIST OF DOCUMENTS

Name of Applicant: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement		Status of Submission (To be filled out by applicant; Check if submitted)	Verification (To be filled out by HRMO/HR Office/Sub-Committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of 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 Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance prior to the deadline of submission, 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 - 4 copies			
k.	Other documents as may be required for comparative assessment, such as 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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

HRMO

OMNIBUS SWORN STATEMENT

Certification of Authenticity and Veracity

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

Data Privacy Consent

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.