



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 459, s. 2022

NOV 09 2022

SUBMISSION OF APPLICATION FOR THE POSITION OF CHIEF EDUCATION SUPERVISOR OF THE CURRICULUM AND IMPLEMENTATION DIVISION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This is to inform the field, that this Office announces the acceptance of applications and other pertinent documents of all qualified applicants for the position of Chief Education Supervisor under the Curriculum and Implementation Division (CID) under DepEd SDO of Kabankalan City.

2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, ethnicity, physical disabilities, etc.

3. All qualified applicants shall submit to the Records Unit of SDO Kabankalan City the following required documents arranged accordingly with ear tabs, proper pagination, fastened, and placed in a long green carton folder not later than **5 p.m. of November 14, 2022:**

- 3.1. Application Letter addressed to the Schools Division Superintendent
- 3.2. Notarized CSC Form 212 (Personal Data Sheet) with the latest passport ID picture
- 3.3. Certified Photocopy of PRC professional identification
- 3.4. Certified Photocopy of official ratings obtained from PRC professional board exams or Certificate of Eligibility for Civil Service Examination Passers
- 3.5. Certified copy of Transcript of Records
- 3.6. Copies of Service Records, Contracts, Performance Ratings and School Clearance for those with relevant experience
- 3.7. Certificates of Seminars and Specialized Trainings (if any)
- 3.8. NBI Clearance
- 3.9. Omnibus Certification of Authenticity and Veracity of documents submitted, signed by the applicant (Enclosure No. 1)

4. Upon submission of the hard copy of their applications, applicants are required to accomplish the ONLINE REGISTRATION and upload the soft copies of the required documents listed in Item 3 at **<https://bit.ly/CES-CIDRegistration>**

5. No additional documents shall be accepted after the deadline, EXCEPT for those required by the Human Resource Merit, Promotion and Selection Board (HRMSBP) to validate aspects in the criteria or claims for points with insufficient supporting documents.

6. All application documents shall no longer be returned and will be at the disposal of the HRMPSB.

7. Applicants with special needs (e.g. PWD) should submit a letter request addressed to the Office of the ASDS for any assistance that they might need during the evaluation and ranking process.

8. For the guidance of all concerned, enclosed are the following qualification standards for the abovementioned positions:

Position	Education	Experience	Training	Eligibility
Chief Education Supervisor	Master's degree in Education or other relevant Master's degree	4 years of relevant experience in management and supervision	24 hours of training in management and supervision	RA 1080 (Teacher)

9. Below is the schedule of activities relative to the implementation of this Memorandum:

Activity	Time / Date	Venue
Submission of Applications	November 8-14, 2022	Records Unit
Orientation of Applicants	November 15, 2022 (a.m.)	New Conference Hall
Evaluation of Documents	November 15, 2022 (p.m.)	New Conference Hall
Interview of Applicants	November 15, 2022 (p.m.)	New Conference Hall
Skills Test	November 16, 2022(p.m.)	New Conference Hall
Release of Registry of Qualified Applicants	November 17, 2022	Division Website / Bulletin Board and Other Conspicuous Places

10. All expenses relative to the conduct of the evaluation and ranking process is chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.

11. Immediate dissemination of and compliance with of this memorandum are desired.


LEA C. BELLEZA EdD

OIC – Asst. Schools Division Superintendent
 In-Charge of the Division



Place of Assignment :	CID, SDO Kabankalan City
Position Title :	CHIEF EDUCATION SUPERVISOR - CID
Plantilla Item No. :	OSEC-DECSB-CES-420082-2014
Salary/Job/Pay Grade :	24
Monthly Salary :	Php 88,410.00
Eligibility :	RA 1080 (Teacher) Suggestion: other licenses as engineering, medicine, dentistry or nursing
Education :	Masters degree in Education or other relevant Masters degree
Training :	4 years relevant experience in management and supervision
Work Experience :	24 hours training in management and supervision
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 14, 2022.

Documents:

1. Application letter
2. CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath.
3. Service Record/Certificate of Employment specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office.
4. Other Designations (with specific duties and responsibilities), if any
5. Position Description Form for regular employees if from other government agencies.
6. Certificate of Eligibility (PRC or CSC)
7. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees)
8. Certificate of Trainings after the last promotion/appointment
9. Outstanding Accomplishment after the last promotion/appointment
10. Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.

Note: All applicants must be computer literate and shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NICASIO S. FRIO, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

Tayum St., Brgy. 8, Kabankalan City, Negros Occidental

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : November 04, 2022

Closing Date : November 14, 2022