



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

DEC 04 2020

DIVISION MEMORANDUM

No. 215 s. 2020

VACANCY ANNOUNCEMENT FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

To: All Concerned

1. This is to inform the field that by virtue of the retirement of Mrs. Mareli T. Donina as Public Schools District Supervisor effective December 1, 2020, this office is now accepting qualified applicants for the aforementioned position. This position is open to all regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.
2. In view of this, all interested and qualified applicants may submit their application letter together with the following documents for ranking purposes, to Mr. Dino Alexandrinos Xenos M. Lopez, AO IV (Records), Records Unit, Office of the Schools Division Superintendent of this division on or before **5:00 pm of December 11, 2020**.
 - Performance Ratings of at least VS for the last three (3) years (SY 2017-2018, SY 2018-2019 and SY 2019-2020);
 - Updated Service records
 - Latest Appointment
 - Transcript of Records
 - Certificates of Seminars and Trainings Attended
 - Certificates of Recognition
3. The Qualification Standards for the above-mentioned position per DepEd Order No. 26, s. 2016 is 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
4. The timeline and schedule for the recruitment and selection process are indicated in Enclosure No. 1 of this memorandum for the guidance of all applicants.
5. Immediate and wide dissemination of this Memorandum is desired.

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



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Enclosure No. 1 of Division Memorandum No. 215, s. 2020

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: December 11, 2020 5:00PM
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	December 14, 2020
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	December 14, 2020
Interview	Office of the ASDS	December 15, 2020
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	December 16, 2020
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	December 16, 2020
Posting of results	SDO Bulletin Board and other conspicuous places	December 16, 2020