



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

DEC 04 2020

DIVISION MEMORANDUM

No. 216 s. 2020

VACANCY ANNOUNCEMENT FOR THE POSITION OF EDUCATION PROGRAM SUPERVISOR

To: All Concerned

1. This is to inform the field that by virtue of the retirement of Mrs. Berandin T. Bendo as Education Program Supervisor effective November 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 on or before **5:00 pm of December 15, 2020.**
 - a. Performance Ratings of at least VS for the last three (3) years (SY 2017-2018, SY 2018-2019 and SY 2019-2020);
 - b. Updated Service records
 - c. Latest Appointment
 - d. Transcript of Records
 - e. Certificates of Seminars and Trainings Attended
 - f. Certificates of Recognition
3. The Qualification Standards for the above-mentioned position per DepEd Order No. 117, s. 2010 and CSC Resolution No. 1000275 promulgated Nov. 2, 2010 is as follows:

Education :	Master's Degree in Education or other relevant Master's degree with specific area of specialization
Experience:	2 years as School Principal; or 2 years as Head Teacher; or 2 years as Master Teacher
Training :	8 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



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

Enclosure No. 1 of Division Memorandum No. 216, s. 2020

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: December 15, 2020 5:00PM
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	December 16, 2020
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	December 16, 2020
Interview	Office of the ASDS	December 18, 2020
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	December 21, 2020
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	December 21, 2020
Posting of results	SDO Bulletin Board and other conspicuous places	December 21, 2020