



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

January 02, 2024

DIVISION MEMORANDUM
 NO. **002**, s. 2024

VACANCY ANNOUNCEMENT: TWO (2) PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITIONS

TO: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Others concerned

1. This is to announce the recruitment, selection and hiring of two (2) Public Schools District Supervisor (PSDS) positions (OSEC-DECSB-PSDS-1500946-10098 & OSEC-DECSB-PSDS-150106-1998), this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	January 12, 2024	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	January 15, 2024	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
A. Public Schools District Supervisor / SG 22	
B. CSC Prescribed Qualifications	
Education	Master's Degree in Education or other relevant Master's Degree
Experience	Five years of cumulative experience in instructional supervision and school management
Eligibility	RA 1080 (Teacher)
Trainings	16 hours of relevant training

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (Related-Teaching). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Letter of intent addressed to the Schools Division Superintendent
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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, or 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
- k) Other documents as may be required for comparative assessment, such as but not limited to:

k.a) 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

k.b) 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

7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.




ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

B



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Public School District Supervisor	Salary Grade	22
Parentetical Title		Governance Level	School Division Office
Office/Bureau/Service		Unit/Division	Curriculum Implementation Division
Reports to		Effectivity Date	
Positions Supervised			
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 • sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education. 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Masters degree in education or its equivalent		
Experience	2 years as Elementary School Principal III 4 years as Elementary School Principal II		
Eligibility	PBET (recommend by Usec Bacani and approved June 19, 1996 by CSC Director Acebedo)		
Trainings	16 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREA/S	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 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.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
LEARNING OUTCOMES ASSESSMENT	<ol style="list-style-type: none"> 1. Gather result 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. Assesses the situation and analyzes 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 t and instructional delivery. 4. Prepares and submits 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.

CHECKLIST OF REQUIREMENTS

Annex C

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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, or 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			
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:

_____ Human Resource Management Officer

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", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.