



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

January 02, 2024

DIVISION MEMORANDUM
 NO. **003**, s. 2024

VACANCY ANNOUNCEMENT: THREE (3) EDUCATION PROGRAM SUPERVISOR (EPSvr) POSITIONS

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

1. This is to announce the recruitment, selection and hiring of three (3) Education Program Supervisor (EPSvr) positions, this Division, to mention:

POSITION	SUBJECT	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT
Education Program Supervisor / SG 22	Science	OSEC-DECSB-EPSVR-150162-2010	January 12, 2024	January 15, 2024 (HRMPSB ONLY)
	TLE	OSEC-DECSB-EPSVR-150169-2010		
	Values	OSEC-DECSB-EPSVR-150174-2010		

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

QUALIFICATION STANDARDS	
A. EDUCATION PROGRAM SUPERVISOR /SG 22	
B. CSC Prescribed Qualifications	
Education	Master's degree in education or other relevant Master's Degree with specific are of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 hours of relevant training
C. Preferred Qualifications	
Education	Master's degree in education relevant to the subject
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Eligibility	RA 1080 (Teacher)
Trainings	8 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.



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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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.

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:

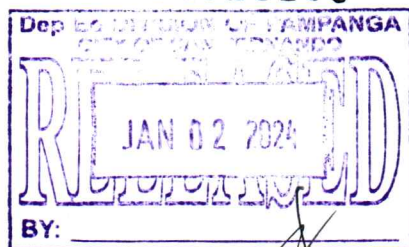
k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment


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.


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



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 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>
<p>Position Title</p>	<p>Education Program Supervisor</p>	<p>Salary Grade</p>	<p>22</p>
<p>Parentetical Title</p>		<p>Governance Level</p>	<p>School Division Office</p>
<p>Office/Bureau/Service</p>		<p>Unit/Division</p>	<p>Curriculum Implementation Division</p>
<p>Reports to</p>		<p>Effectivity Date</p>	
<p>Positions Supervised</p>			
<p>JOB SUMMARY</p>			
<ul style="list-style-type: none"> 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. (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 			
<p>QUALIFICATION STANDARDS</p>			
<p>A. CSC Prescribed Qualifications</p>			
<p>Education</p>	<p>Masters degree in education or other relevant degree Masters degree with specific area of specialization</p>		
<p>Experience</p>	<p>At least 2 years experience as Principal or Head Teacher or Master Teacher</p>		
<p>Eligibility</p>	<p>RA 1080 (Teacher)</p>		
<p>Trainings</p>	<p>8 hours training in management and supervision</p>		
<p>B. Preferred Qualifications</p>			
<p>Education</p>			
<p>Experience</p>			
<p>Eligibility</p>			
<p>Trainings</p>			

KEY RESULT AREA/S	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 Curriculum Implementation and Management per Subject area. 4. Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. 5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. 6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. 7. 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 resource to support the basic education

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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	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	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	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.
TECHNICAL ASSISTANCE	1. Assesses the situation and analyzes 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. 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: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

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.