



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

March 04, 2024

DIVISION MEMORANDUM
 NO. 142, s. 2024

SELECTION AND RECRUITMENT FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR POSITIONS

TO : SGOD and CID Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the schedule of activities for the recruitment, selection and hiring of two (2) Public Schools District Supervisors, this Division, as follows:

Activities	Date	Time	Venue
Orientation of Applicants	March 11, 2024	9:00am – 9:30am	Teacher's Training Center (TTC), SDO Pampanga
Written Examination		9:30am – 11:00am	
Behavioral Event Interview		11:30am – 3:00pm	
Open Ranking		3:00pm – 5:00pm	

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. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** "Guidelines on Recruitment, Selection and Appointment in the Department of Education" (Related-Teaching).
4. All applicants are requested to be at the venue 30 minutes prior to the given schedule.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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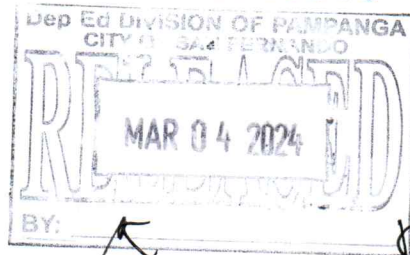


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5. Attached are the special ranking committee, selection line-up of applicants and a copy of the duties and functions of the said position.
6. Immediate dissemination of this Memorandum is desired.

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

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Attachment A to Division Memorandum No. ____, s. 2024

SPECIAL RANKING COMMITTEE
(for Public Schools District Supervisor Positions)

Chairperson	Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
Members	Leandro C. Canlas, PhD, CESE	Assistant Schools Division Superintendent
	Arceli S. Lopez	Chief, SGOD
	JB B. Manalang	Administrative Officer V (Administrative Services)
	Dexter E. Pangilinan	Administrative Officer IV (Personnel Section)
	Lolita L. Molano	Public Schools District Supervisor (President, NEU)
	Celia R. Lacanlale	Chief of Division where the vacancy exists
Secretariats	Christelle Kate T. Mallari	Administrative Officer II
	Jona Africa R. Alfonso	Administrative Aide I



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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.

ATTACHEMENT B



Republic of the Philippines

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INITIAL EVALUATION RESULT (IER)

Position: Public Schools District Supervisor

Salary Grade and Monthly Salary: SG 22

Qualification Standards:

Education	Master's Degree in Education or other relevant Master's Degree
Experience	Five years cumulative experience in instructional supervision and school management
Eligibility	RA 1080 (Teacher)
Trainings	16 hours of relevant training

No.	Application Code	School Name	Education	Training	Experience	Eligibility	Remarks
1	PSDS-PAMP-001	MAINANG HS, BAMBAN EAST TARLAC	Ed.D. EM	w/ 16 hours of relevant training	8yrs 7mos HT-6	LET	QUALIFIED
2	PSDS-PAMP-002	DOLORES NHS	Ed.D. (CAR)	w/ 16 hours of relevant training	18yrs 7mos PRINCIPAL	PBET	QUALIFIED
3	PSDS-PAMP-003	SDO CSFP	Ed.D. EM	w/ 16 hours of relevant training	8yrs 7mos PSDS	LET	QUALIFIED
4	PSDS-PAMP-004	SDO MABALACAT CITY	Ed.D. IEM	w/ 16 hours of relevant training	5yrs 4mos MT, 5mos EPS, OIC-SGOD 7days onwards	LET	QUALIFIED
5	PSDS-PAMP-005	SDO CSFP	Ph.D. 48units	w/ 16 hours of relevant training	4yrs 3mos PRIN, 3yrs 7mos PSDS	PBET	QUALIFIED
6	PSDS-PAMP-006	SAN VICENTE ES, APALIT	Ed.D. EM	w/ 16 hours of relevant training	18yrs 9mos SH	PBET	QUALIFIED
7	PSDS-PAMP-007	BABO SACAN ES, PORAC EAST	Ed.D. EM	w/ 16 hours of relevant training	17yrs SH	LET	QUALIFIED
8	PSDS-PAMP-008	FLORIDABLANCA NEW SETTLEMENT ES, FLORIDABLANCA WEST	Ed.D. EM	w/ 16 hours of relevant training	17yrs 2mos SH	PBET	QUALIFIED
9	PSDS-PAMP-009	SAN ISIDRO ES, SAN LUIS	Ed.D. 24units	w/ 16 hours of relevant training	9yrs 4mos SH	LET	QUALIFIED
10	PSDS-PAMP-010	LAUC PAO ES, LUBAO WEST	Ed.D. (CAR)	w/ 16 hours of relevant training	17yrs 11mos SH	PBET	QUALIFIED
11	PSDS-PAMP-011	SDO CALOOCAN	MPA, DPA	w/ 16 hours of relevant training	4yrs SEPS/EPS, 5yrs 11mos PRIVATE SCHOOL PRINCIPAL	LET	QUALIFIED

12	PSDS-PAMP-012	SDO PAMP	Ph.D. EM	w/ 16 hours of relevant training	9YRS SEPS/EPS, 4ysr 4mos MT, OIC PSDS 12days	LET	QUALIFIED
13	PSDS-PAMP-013	SAN PABLO 2ND NHS	Ph.D. EM	w/ 16 hours of relevant training	11 YRS 4MOS SH	PBET	QUALIFIED
14	PSDS-PAMP-014	MAGSAYSAY CENTER FOR HOSPITALITY AND CULINARY ARTS	MAED HE	NO RELEVANT TRAINING	PROGRAM DIRECTOR, DEPARTMENT HEAD	LET	DISQUALIFIED
15	PSDS-PAMP-015	CITY COLLEGE, CSFP	Ph.D. EM	NO RELEVANT TRAINING	3yrs 11mos PRIVATE SCHOOL PRIN,	LET	DISQUALIFIED
16	PSDS-PAMP-016	SAN ISIDRO HS, BACOLOR	MBA, Ph.D. Management - 51units	w/ 16 hours of relevant training	1yr 7mos MT	LET	DISQUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN
 Human Resource Management Officer