



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

April 08, 2024

DIVISION MEMORANDUM  
 NO. **202**, s. 2024

**VACANCY ANNOUNCEMENT: ONE (1) EDUCATION PROGRAM SUPERVISOR (EPSvr) POSITION**

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

1. This is to announce the recruitment, selection and hiring of one (1) Education Program Supervisor (EPSvr) position, Learning Resource Management and Development System (LRMDS), Curriculum Implementations Division (CID), this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	April 18, 2024	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	April 19, 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	
<b>A. EDUCATION PROGRAM SUPERVISOR /SG 22</b>	
<b>B. CSC Prescribed Qualifications</b>	
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

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)  
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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. Attached is a copy of the duties and responsibilities of the vacant position.

9. Immediate dissemination of this Memorandum is desired.


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



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 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Education Program Supervisor (LRMDS Manager, QA Coord.)	<b>Salary Grade</b>	22
<b>Parentetical Title</b>		<b>Governance Level</b>	School Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Curriculum Implementation Division
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
<ul style="list-style-type: none"> <li>• To supervise the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use in the schools division so as to increase access to varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials)</li> <li>• To improve delivery of the basic education curriculum.</li> <li>• To provide technical assistance to the schools in the set-up, management, operations and maintenance of their Learning Resource Centers.</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Masters degree in education or other relevant degree Masters degree with specific area of specialization		
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience	ICT Knowledge Preferred: Background in Information Science		
Eligibility			
Trainings			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>LEARNING RESOURCE</b>	<ol style="list-style-type: none"> <li>1. Establish, supervise and coordinate the implementation of the LRMD of the schools division</li> <li>2. Coordinate the development (through the LR Development teams), production and distribution of learning resources for region-wide adoption</li> <li>3. Source, clear copyright as required for third party content, permissions and conditions of use.</li> <li>4. Evaluate, quality assure and approve localized learning resources for school's division use</li> <li>5. Manage the equitable distribution of learning resources in the schools division (including textbooks)</li> <li>6. Ensure compliance to LRMD policies, guidelines, standards in development, procurement, production and utilization of learning resources</li> <li>7. Conduct research on the utilization of learning resources to inform LR design, procurement, curriculum implementation, teaching, learning assessment and reporting</li> </ol>
<b>UTILIZATION OF LRMD (TA on LR Management)</b>	<ol style="list-style-type: none"> <li>1. Assess situation and analyzes needs to identify gaps in schools capability to implement LRMD</li> <li>2. Prepares a learning resource technical assistance plan for each schools (with the help of the District TA teams)</li> <li>3. Coach Schools in implementing the plan to build their capability to implement the LRMD</li> <li>4. Monitor the Schools implementation and utilization of the LRMD</li> </ol>