



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

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 Dep Ed DIVISION OF PAMPANGA
 CITY OF SAN FERNANDO
RECEIVED
 MAY 23 2024
 BY: *[Signature]*

May 21, 2024

DIVISION MEMORANDUM
 NO. **307**, s. 2024

**SELECTION AND RECRUITMENT FOR EDUCATION PROGRAM
 SUPERVISOR POSITION**

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 vacant Education Program Supervisor (LRMDS), this Division, as follows:

Activities	Date	Time	Venue
Orientation of Applicants	May 27, 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. EDUCATION PROGRAM SUPERVISOR /SG 22	
B. CSC Prescribed Qualifications	
Education	Master’s degree in education or other relevant Master’s Degree with specific area 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. 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.
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.

[Signature]
ROMEO M. ALIP, PhD, CESO V
 Schools Division Superintendent



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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Attachment A to Division Memorandum No. ___, s. 2024

SPECIAL RANKING COMMITTEE
(for Education Program Supervisor Position)

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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 <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 (LRMDS Manager, QA Coord.)</p>	<p>Salary Grade</p>	<p>22</p>
<p>Parenthetical 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 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) • To improve delivery of the basic education curriculum. • To provide technical assistance to the schools in the set-up, management, operations and maintenance of their Learning Resource Centers. 			
<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 of relevant training</p>		
<p>B. Preferred Qualifications</p>			
<p>Education</p>			
<p>Experience</p>	<p>ICT Knowledge Preferred: Background in Information Science</p>		
<p>Eligibility</p>			
<p>Trainings</p>			

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



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INITIAL EVALUATION RESULT (IER)

Position: Education Program Supervisor - LRMDS

Salary Grade and Monthly Salary: SG 22

Qualification Standards:

Education	<u>Master's degree in education or other relevant Master's Degree with specific area of specialization</u>
Experience	<u>2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher</u>
Eligibility	<u>RA 1080 (Teacher)</u>
Trainings	<u>8 hours of relevant training</u>

No.	Application Code	Education	Training	Experience	Eligibility	School Name	Remarks
1	EPS-PAMP-001	MAED GEN SCI, PHD (CAR)	w/ 8 hours of relevant training	4 yrs 2 mos as Master Teacher	LET	RODOLFO V. FELICIANO MEM HS	QUALIFIED
2	EPS-PAMP-002	MAED PE	w/ 8 hours of relevant training	1 yr 6 mos as Master Teacher	LET	SVPILOT	DISQUALIFIED
3	EPS-PAMP-003	MA ED	w/ 8 hours of relevant training	2 yrs 9 mos as HT	PBET	BETIS NHS	QUALIFIED
4	EPS-PAMP-004	MAED LANGUAGE ED, EDD EM	w/ 8 hours of relevant training	2 yrs 7 mos as HT	LET	MAGSAYSAY HS, SDO BATAAN	QUALIFIED
5	EPS-PAMP-005	MAED EM	w/ 8 hours of relevant training	7 yrs 9 mos as Master Teacher	LET	MALINO HS	QUALIFIED
6	EPS-PAMP-006	MAED (CAR)	w/ 8 hours of relevant training	7 yrs as HT	LET	MALINO HS	DISQUALIFIED
7	EPS-PAMP-007	MAED GC	w/ 8 hours of relevant training	8 yrs 8 mos as Master Teacher	LET	SAMPAGA ES	QUALIFIED



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8	EPS-PAMP-008	MBA, PHD MGMT, EDD 48units	w/ 8 hours of relevant training	5 yrs 5 mos as Master Teacher	LET	DON AMBROCIO MENDIOLA IS, SDO ANGELES	DISQUALIFIED
9	EPS-PAMP-009	MAED EM, EDD EM	w/ 8 hours of relevant training	3 yrs 8 mos as Master Teacher	LET	BANGAL IS, SDO OLONGAPO	QUALIFIED
10	EPS-PAMP-010	MS BIO SCIENCE	w/ 8 hours of relevant training	7 yrs 10 mos as Master Teacher	LET	SAN PABLO 2ND NHS	QUALIFIED
11	EPS-PAMP-011	MAED EM, PHD (CAR)	w/ 8 hours of relevant training	4 yrs 8 mos as Head Teacher	LET	DAWE ES	QUALIFIED
12	EPS-PAMP-012	MA LIBRARY & INFORMATION SCIENCE	w/ 8 hours of relevant training	7 yrs 1 mo as Librarian II	RA1080 (LIBRARIAN)	DEPED CLMD CO	DISQUALIFIED
13	EPS-PAMP-013	MAED EM, EDD EM	w/ 8 hours of relevant training	3 yrs as Master Teacher	LET	SAN VICENTE FERRER ES	QUALIFIED
14	EPS-PAMP-014	BSED, MAIE, Ph.D. in Education Course	w/ 8 hours of relevant training	7 years and 10 months as MT2	LET	PORAC NHS	QUALIFIED
15	EPS-PAMP-015	BSED, MAED, PhD EM	w/ 8 hours of relevant training	3 years as Head Teacher	LET	AMSIC	QUALIFIED

Prepared and certified correct by:

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