



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

November 27, 2025

DIVISION MEMORANDUM
NO. 748, s. 2025

**SELECTION AND RECRUITMENT FOR PUBLIC SCHOOLS DISTRICT
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 recruitment, selection and hiring of one (1) Public Schools District Supervisor, this Division, as follows:

Activities	Date	Time	Venue
Orientation of Applicants	December 02, 2025	8:00am – 8:30am	Teacher's Training Center (TTC), SDO Pampanga
Written Examination		8:45am – 9:45am	
Assessment of documents		9:45am – 11:00am	
Behavioral Event Interview		11:00am – 12:00nn	
Open Ranking		12:00nn – 1:00pm	

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.

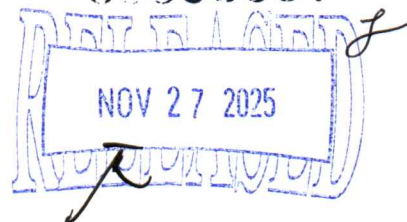


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5. Attached are the selection line-up of applicants and a copy of the duties and functions of the said position.
6. Immediate dissemination of this Memorandum is desired.


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

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INITIAL EVALUATION RESULT (IER)

Position: **PUBLIC SCHOOLS DISTRICT SUPERVISOR**

Salary Grade and Monthly Salary: **22/P78,162**

Qualification Standards:

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

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	PAMP-PSDS-2025-001	DOCTOR OF PHILOSOPHY MAJOR IN EDUCATIONAL MANAGEMENT	UKIT MARANGAL "CREATING A MODEL OF TRANSFORMING EDUCATION": MORAL AND INNOVATIVE LEADERSHIP DIVISION TRAINING-WORKSHOP, ET.AL	56	PRINCIPAL	17	RA 1080	QUALIFIED
2	PAMP-PSDS-2025-002	DOCTOR OF PHILOSOPHY IN EDUCATIONAL MANAGEMENT	NO RELEVANT TRAINING	0	ASSISTANT PROFESSOR II	5	RA 1080	DISQUALIFIED (TRAINING AND EXPERIENCE)
3	PAMP-PSDS-2025-003	MASTER OF ARTS IN EDUCATION (COMPLETE ACADEMIC REQUIREMENTS)	39TH PRINCIPALS TRAINING AND DEVELOPMENT PROGRAM CUM NATIONAL BOARD CONFERENCE, ET. AL	80	ASSISTANT PRINCIPAL II / OIC- PRINCIPAL	7	RA 1080	DISQUALIFIED (EDUCATION)
4	PAMP-PSDS-2025-004	DOCTOR OF PHILOSOPHY IN EDUCATIONAL LEADERSHIP (COMPLETE ACADEMIC REQUIREMENTS)	NATIONAL SEMINAR ON CURRICULUM AND INSTRUCTIONAL SUPERVISION, ET. AL	152	MASTER TEACHER	9	RA 1080	DISQUALIFIED (EXPERIENCE)

5	PAMP-PSDS-2025-005	DOCTOR OF PHILOSOPHY IN EDUCATIONAL MANAGEMENT	REGIONAL TRAINING OF SCHOOL LEADERS (SCHOOL HEADS) ON REVISED K TO 10 CURRICULUM IMPLEMENTATION - BATCH 3, ET.AL	160	HEAD TEACHER (ELEMENTARY)	9	RA 1080	QUALIFIED
6	PAMP-PSDS-2025-006	DOCTOR OF EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT (COMPLETE ACADEMIC REQUIREMENTS)	INSTRUCTIONAL LEADERSHIP IN NEW NORMAL, ET. AL	400	PRINCIPAL	19	RA 1080	QUALIFIED
7	PAMP-PSDS-2025-007	DOCTOR OF EDUCATION	REGIONAL TRAINING OF SCHOOL LEADERS ON REVISED K TO 10 CURRICULUM, ET.AL	160	PRINCIPAL/HEAD TEACHER (ELEMENTARY))	16	RA 1080	QUALIFIED
8	PAMP-PSDS-2025-008	DOCTOR OF EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT	LEADERSHIP EXCELLENCE AND ADVANCEMENT PROGRAM (LEAP); EQUIPPING SCHOOL LEADERS FOR STRATEGIC, ACCOUNTABLE, AND TRANSFORMATIVE EDUCATION GOVERNANCE, ET. AL	165	PRINCIPAL I (01/02/2025)/HEAD TEACHER (OIC-SCHOOL HEAD)	10	RA 1080	DISQUALIFIED (NO 1 YEAR COMPLETE PERFORMANCE RATING)
9	PAMP-PSDS-2025-009	DOCTOR OF EDUCATION	14TH REGION III PHILIPPINE ELEMENTARY SCHOOL PRINCIPALS' DEVELOPMENT PROGRAM, ET. AL	400	PRINCIPAL/HEAD TEACHER (ELEMENTARY)	20	RA 1080	QUALIFIED
10	PAMP-PSDS-2025-010	DOCTOR OF EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT	CONFLUENCE OF EDUCATION LEADERS: ASCEND (ADVANCING SUPERVISORY COLLABORATION FOR EMPOWERMENT AND NEW DIRECTIONS), ET. AL	160	EDUCATION PROGRAM SUPERVISOR/HEAD TEACHER/MASTER TEACHER	9	RA 1080	QUALIFIED
11	PAMP-PSDS-2025-011	DOCTOR OF PHILOSOPHY IN EDUCATIONAL MANAGEMENT	LEVERAGING ARTIFICIAL INTELLIGENCE FOR ENHANCED EFFICIENCY AND EFFECTIVENESS IN CURRICULUM AND INSTRUCTION, RESEARCH, COMMUNITY EXTENSION AND SCHOOL MANAGEMENT, ET. AL	172	COLLEGE DEAN	7	RA 1080	QUALIFIED

12	PAMP-PSDS-2025-012	DOCTOR OF EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT	INSTRUCTIONAL LEADERSHIP IN NEW NORMAL, ET. AL	160	PRINCIPAL	11	RA 1080	QUALIFIED
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Prepared and certified correct by:

(sgd.) Dexter E. Pangilinan

Administrative Officer IV

Date: November 25, 2025

 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 • 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	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	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	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	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	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	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	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.