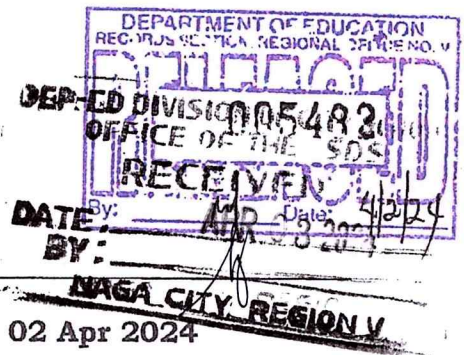




Republic of the Philippines  
Department of Education  
REGION V - BICOL



REGIONAL MEMORANDUM  
No. 00406, s. 2024

ANNOUNCEMENT OF VACANCY

To : Schools Division Superintendents/OIC-SDSs  
Division/Section/Unit Chiefs of this Office  
All DepEd RO Employees  
All Others Concerned

1. We are pleased to inform you that the position of Education Program Supervisor (*with specialization in Kindergarten and MTB-MLE programs*) at the Curriculum and Learning Management Division (CLMD) is now open for ranking to all interested qualified applicants.

2. Application letters, together with the following supporting documents for ranking (*with tabbing, following the arrangement of the requirements as listed below*) must be submitted to the Personnel Section through the Records Section **on or before 5:00 PM of April 16, 2024.**

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with 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 records 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Annex A*), notarized by authorized official; and

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05 APR 2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. 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;

The components of Outstanding Accomplishments are as follows:

- a. Awards and Recognition;
  - b. Research and Innovation;
  - c. Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees;
  - d. Resource Speakership/Learning Facilitation; and
  - e. NEAP Accredited Learning Facilitator
- ii. Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (2i) is not relevant to the position to be filled, if applicable.

3. Individuals who failed to submit complete mandatory documents (items 2a to 2j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item 2k) shall not warrant exclusion from the pool of official applicants.

4. No additional documents shall be accepted after the set deadline.

5. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item 2j), duly signed by the applicant. The HRMO shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.

7. An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from the submission of documentary requirements listed in item no. 2.

8. This Office shall adopt an Open Ranking System and documents will be evaluated using Enclosure No. 4 (Criteria and Point System for Hiring and Promotion to Related-Teaching Positions) to DepEd Order No. 7, s. 2023 entitled Guidelines on



24040507  
05 APR 2024

Recruitment, Selection, and Appointment in the Department of Education, copy enclosed.

9. Please find in separate sheet the details (Salary Grade/Monthly Salary, Item No., Place of Assignment, Qualification Standards, General Office Functions, Job Purpose, and Major Tasks (Duties and Responsibilities)) of the above-cited position, for your guidance. Copy of this memorandum can be downloaded from our DepEd website at [www.region5.deped.gov.ph](http://www.region5.deped.gov.ph) and Facebook page at DepEd Region V - Bicol.

10. The Department of Education Regional Office No. V considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristic protected by law. This Office likewise upholds the value of equality and diversity in all elements of its recruitment, selection, and placement systems and adopts the Equal Employment Opportunity Principle (EEOP).

11. The schedule of activities pertaining to the pre-evaluation of documents, final evaluation of documents, interview, and further assessment by the HRMPSB will be disseminated later.

12. Widest dissemination of this Memorandum is earnestly desired.

  
**GILBERT A. SADSAD**  
Regional Director

References: DepEd Order No. 19, s. 2022  
DepEd Order No. 7, s. 2023  
Republic Act No. 7041  
CSC MC No. 14, s. 2018

To be indicated in the Perpetual Index  
under the following subjects:

HIRING                      QUALIFICATIONS                      EVALUATION

AD-ES/math  
04/02/2024




Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 5, 2024

To: Chief Education Supervisors  
SGOD and CID Personnel  
OSDS Unit Heads and Personnel  
Public and Private School Heads  
All Others Concerned

For information.

  
**FERNANDO C. MACARAIG**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Recruitment, Selection, and Appointment in the Department of Education, copy enclosed.

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AD-PS/mathb  
04/02/2024

24040507  
05 APR 2024

<b>POSITION PROFILE</b>	
<b>Position:</b> Education Program Supervisor <i>(with specialization in Kindergarten and MTB-MLE programs)</i>	<b>Salary Grade:</b> 22
<b>Monthly Salary:</b> Php 71,511.00	<b>Place of Assignment:</b> Curriculum and Learning Management Division (CLMD)
<b>Item No.:</b> OSEC-DECSB-EPSVR-390026-2010	<b>No. of Vacancy/ies:</b> One (1)
<b>QUALIFICATION STANDARDS</b>	
<b>Education</b>	Master's degree in Education <b>or</b> other relevant Master's degree with specific area of specialization
<b>Experience</b>	2 years as Principal <b>or</b> 2 years as Head Teacher <b>or</b> 2 years as Master Teacher
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080 (Teacher)
<b>GENERAL OFFICE FUNCTIONS</b>	
The Curriculum and Learning Management Division (CLMD) manages and collaborates with the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects.</li> <li>To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.</li> <li>When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)</li> </ul>	
<b>MAJOR TASKS (Duties and Responsibilities)</b>	
<p><b>Management of Curriculum Implementation</b></p> <ul style="list-style-type: none"> <li>Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations.</li> <li>Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ul> <p><b>Curriculum Development, Enrichment, and Localization</b></p> <ul style="list-style-type: none"> <li>Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>Submit reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ul>	

24040507  
05 APR 2024

**MAJOR TASKS (Duties and Responsibilities)****Learning Delivery**

- Conduct evaluation and submit recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions.
- Recommend publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.

**Learning Resource**

- 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 curriculum.
- 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**

- Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

**Special Curricular Programs and Support Activities**

- Conduct monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Draft policy recommendations on curricular support activities for regional adoption.

**Technical Assistance**

- Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions
- Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division.
- Coach the schools division in implementing interventions related to curriculum management and instructional delivery.
- Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools division.
- Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

24040507  
05 APR 2024

