



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V-BICOL

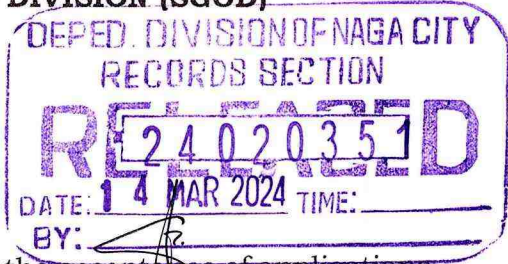
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 11, 2024

DIVISION MEMORANDUM
NO. 83, s. 2024

ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATIONS FOR
CHIEF EDUCATION SUPERVISOR (CES) AND SENIOR EDUCATION PROGRAM
SPECIALIST (SEPS) FOR SOCIAL MOBILIZATION AND NETWORKING FOR THE
SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

To: Assistant Schools Division Superintendent
Chief/OIC of the Functional Divisions
CID, SGOD, OSDS Personnel
Public Elementary and Secondary School Heads
All Others Concerned



1. The DepEd Schools Division of Naga City announces the acceptance of applications for Chief Education Program Supervisor and Senior Education Program Specialist for Social Mobilization and Networking for Schools Governance and Operations Division until **March 22, 2024**.

2. The CSC Prescribed Qualification Standards for the said position and its item number is shown below.

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor (SGOD) OSEC-DECSB-CES-390032-2014	Master's Degree in Education or other relevant Master's degree	24 hours training in management and supervision	4 years relevant experience in management and supervision	RA 1080 (Teacher)
Senior Education Program Specialist OSEC-DECSB-SREPS-390043-2014	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080, Career Service Professional, Appropriate eligibility for 2 nd level position

3. Applicants must register in the link below and a printed copy of their registration must be included in their application documents.

<http://tinyurl.com/SDONagaSGODChief>





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4. The timeline of activities to be observed in this ranking are as follows:

Date	Activities	Person/Committee Responsible
March 22, 2024 Records Section Until 5:00 p.m. only <ul style="list-style-type: none">Applications submitted after 5:00 p.m. shall no longer be accepted.	Deadline of Submission of Applications	Applicants Records Officer and Staff HRMO & staff
March 25 – 26, 2024	Initial Evaluation of the Qualifications of Applicants	HRMO
March 27, 2024 8:30 a.m. Division Conference Hall	Document Evaluation, Interview and Written Test of SGOD CES	Qualified applicants HRMPSB HRMPSB Secretariat
April 4, 2024 8:30 a.m. Division Conference Hall	Document Evaluation, Interview and Written Test of SEPS	Qualified applicants HRMPSB HRMPSB Secretariat

5. Documents are expected to be fastened on the left side with Table of Contents and arranged according to the sequence below. Labels (index tabs) are requested to facilitate evaluation:

I. BASIC DOCUMENTARY REQUIREMENTS
A. Original signed Application Letter (<i>stating the position applied for</i>) addressed to the Schools Division Superintendent
B. Original CSC Form 212 Revised 2017 (Personal Data Sheet) <i>completely filled-out with the latest passport size ID picture and with Work Experience Sheet, if applicable</i>
C. Photocopy of valid and updated PRC License/ID, if applicable
D. Photocopy of Certificate of Eligibility Rating, if applicable
E. Transcript of Records (TOR) and Diploma, including certificate of completion of academic requirement, completion of post graduate units/degrees, if available
F. Photocopy of Certificate/s of training attended within the last 5 years , if applicable
G. Photocopy of Updated Service Record or Certificate of Employment, if applicable
H. Photocopy of last approved Appointment, if applicable
I. Photocopy of the Performance Rating covering one (1) year in the current or previous job that is relevant to the position to be filled, if applicable
J. Notarized Checklist of Requirement and Omnibus Sworn Statement (Attached)
II. OTHER DOCUMENTS
K. Printed copy of Registration (as stated in item number 3 of this memorandum)
L. Certification of General Weighted Average (GWA) for scholastic units earned
M. Outstanding Accomplishment reckoned from the date of last issuance of appointment, <ul style="list-style-type: none">Awards and RecognitionsResearch and InnovationMembership in National Technical Working Groups (TWGs) or CommitteesResource Speakership/Learning FacilitationNEAP Accredited Learning Facilitator
N. Application of Education reckoned from the last date of appointment (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none">Action Plan approved by the Head of OfficeAccomplishment Report verified by the Head of OfficeCertification of the utilization/adoption signed by the Head of Office
O. Application of Learning and Development reckoned from the last date of appointment, if any <ul style="list-style-type: none">Certificate of Training that is aligned with the Individual Development Plan

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(external applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicant)

- Action Plan/Re-entry Action Plan
- Accomplishment Report with a certification that the L&D was used/adopted by the office.

6. Applications with incomplete basic documentary requirements (A-J in the above list) shall not be accepted pursuant to DepEd Order No. 7, s. 2023.

7. Appraisal of credentials for SGOD Chief Education Supervisor and Senior Education Specialist will be based on computation of points per DepEd Order No. 7, s. 2023.

8. **Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved-Qualification Standard shall be given points. Trainings must be earned after the last promotion but within the last five (5) years.**

9. The Composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairman	ASDS Fernando C. Macaraig CESO VI
Member	SGOD OIC Chief Michael A. Del Rosario
Member	AO V Mary Ann B. Rosauro
Member	HRMO Ms. Sheila Margarita M. Durante
Member	NEU President Ms. Hazel Rose L. Sumpay or her representative

10. Following the Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristics protected by law.

11. Important reminders:

- a. No additional documents will be accepted after the deadline of application.
- b. Disqualified applicants will be notified through text or email and an Advisory will be issued on the qualified applicants.
- c. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
- d. Applicants may retrieve their documents one month after the release of the approved Comparative Assessment Result (CAR).

12. The HRMPSB will not be responsible for the safekeeping of the documents submitted. They will be disposed of properly 3 months after the release of the approved Comparative Assessment Result (CAR).

13. Expenses of the HRMPSB relative to the evaluation of documents, interview and preparation of Comparative Assessment Result shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

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14. Immediate dissemination of this memorandum is enjoined.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

Enclosures:

- 1 – Checklist of Requirements & Omnibus Certification
- 2.- Job Description Chief Education Supervisor
3. Job Description Senior Education Program Specialist
3. Criteria and Point System for Hiring and Promotion to Related-Teaching Positions

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Enclosure 1

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
Position Applied For: _____ Contact Number: _____
Office of the Position Applied For: _____ Ethnicity: _____
Religion: _____ Solo Parent: Yes () No ()
Person with Disability: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant: Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
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:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	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.			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this _____ day of _____, year.


Name and Signature of Applicant

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Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and (a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintain its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Chief Education Supervisor	Salary Grade	24
Parenthetical Title		Governance Level	Schools Division Office
Office/Bureau/Service		Unit/Division	School Governance and Operations Division – Office of the Division Chief
Reports to	Schools Division Superintendent	Effectivity Date	
Positions Supervised	Education Program Supervisor		
JOB SUMMARY			
<ul style="list-style-type: none"> To provide strategic direction and technical inputsto the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness To lead and manage the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and managea conducive learning environment and ensure learner readiness to learn. 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's degree in Education or other relevant Master's degree		
Experience	4 years relevant experience in management and supervision		
Eligibility	RA 1080 (Teacher)		
Trainings	24 hours training in management and supervision		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Policies And Programs	<ul style="list-style-type: none"> • Submit to the Schools division management, policy recommendations to improve the governance and operation of school and learning centers • Recommend plans and strategies towards efficient and effective governance and operations of schools and learning centers. • Review and recommend for approval Concept Paper s, Program and Project Proposals to respond to needs related to special programs, governance and operation by Schools and Learning Centers. • Recommend to management, Schools Division initiated programs related to providing education support to schools and learning centers to respond to immediate needs of schools and learning centers. • Present to management, status and progress reports of Schools Division initiated programs for management support and action.
Partners And Donors	<ul style="list-style-type: none"> • Review and evaluate partnership proposals to strengthen education support services and recommend to the SDS, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners. • Review and recommend to the SDS localized policies/standards for engaging educational partners that will protect DepED interest and values. • Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.
School Compliance To Quality Standards (Public And Private)	<ul style="list-style-type: none"> • Reviews documents submitted by schools requesting to operate to check for completeness before endorsement of SDS to the regional office.
Research And Development	<ul style="list-style-type: none"> • Review research requirements arising from issues and challenges, M&E reports, etc and recommend to the division management, the strategic directions for the conduct of Action Research in the Division • Submit recommendations for policy issuances to support school governance based on results of Action Research
Technical Assistance	<ul style="list-style-type: none"> • Ensure the provision of technical assistance to the schools by responding to the identified needs of the schools and learning centers in relation to governance and operations
Unit Performance	<ul style="list-style-type: none"> • Prepare and manage the budget for Gov& Operations' resource requirements and submits this to be part of the Schools Division Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. • Integrates and submits accomplishment report of the Gove & Operations Division to inform SDO management of progress, issues, and challenges for corrective action.

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Submits M & E Report/ Results of SDO Operations to inform management of progress.• Prepares and submits an Annual Procurement Plan of Gov & Opts to schedule expense requirements.• Conduct Performance Appraisal Feedback and• Ratings on direct reports towards continues improvement of performance.• Prepares and implements a Professional Development Plan for Gov& Operations personnel• Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.• Conducts regular Meetings of the Governance and Operations Division for regular updates and work coordination.• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

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