



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Notice of Vacancy
November 02, 2021
NV No. 2021-025

Position Title	Plantilla Item No.	Place of Assignment
One (1) Chief Education Program Supervisor (CEPS)	CES-840142-2014	Schools Division of South Cotabato – Schools Governance and Operation Division (SGOD)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Chief Education Program Supervisor (CEPS)	24	Php 86,742.00	Master's degree in Education or other relevant Master's degree in Management	4 years relevant experience in management and supervision	24 hours training in management and supervision	RA 1080 (Teacher)

Duties and Responsibilities of **Chief Education Program Supervisor (SGOD)**

- To provide strategic direction and technical inputs to 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 manage a conducive learning environment and ensure learner readiness to learn.

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



Address: Alunan Avenue, Koronadal City, South Cotabato
Telephone Number: (083) 228-3801
Email Address: south_cotabato@deped.gov.ph





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KEY RESULT AREA/S	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.

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KEY RESULT AREA / S	DUTIES AND RESPONSIBILITIES
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. • 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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The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

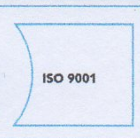
Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
c. Official Transcript of Records w/ S.O.;
d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
f. Service Record; and
g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.
h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

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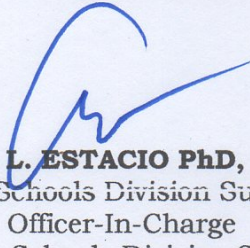


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Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS.**

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, **“Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”** for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents: November 15, 2021**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link **bit.ly/SDOSC-ORF-NTPA-HRMPSE** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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