



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
 Superintendent

15 May 2024

DIVISION MEMORANDUM  
 OSDS No. 081, s. 2024

**NOTICE OF VACANCY FOR EDUCATION PROGRAM SUPERVISOR**

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the vacant position/s:

**a. Position Details**

Position Title	No.	Plantilla Item No.	Place of Assignment
Education Program Supervisor (Science)	1	OSEC-DECSB-EPSVR-840081-2010	Curriculum Implementation Division (CID)
Education Program Supervisor	1	OSEC-DECSB-EPSVR-840075-2010	School Governance Operations Division (SGOD)

**b. CSC Qualification Standards**

<b>Position Title</b>	Education Program Supervisor (EPS)
<b>Salary Grade</b>	22
<b>Basic Monthly Salary</b>	Php 71, 511.00
<b>Education</b>	Master's Degree in Education or other relevant Master's Degree with 1 specific area of specialization
<b>Experience</b>	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080 (Teacher)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**c. Duties and Responsibilities**

To provide technical assistance to the schools in the curriculum implementation, instructional supervision and learning materials development and quality assurance.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Management of Curriculum Implementation (CID)</b>	<ol style="list-style-type: none"><li>1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li><li>2. Develop the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.</li><li>3. Submit Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li><li>4. Submit Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li><li>5. Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li><li>6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li><li>7. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li></ol>
<b>Curriculum Development, Enrichment, and Localization</b>	<ol style="list-style-type: none"><li>1. Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.</li><li>2. Develop processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li><li>3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li></ol>



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
<b>Learning Delivery</b>	<ol style="list-style-type: none"> <li>1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.</li> </ol>
<b>Learning Resource</b>	<ol style="list-style-type: none"> <li>1. Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.</li> <li>2. 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</li> </ol>
<b>Learning Outcomes Assessment</b>	<ol style="list-style-type: none"> <li>1. Gather results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.</li> <li>2. Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.</li> </ol>
<b>Special Curricular Programs and Support Activities</b>	<ol style="list-style-type: none"> <li>1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> <li>2. Drafts policy recommendations on curricular support activities for regional adoption.</li> </ol>
<b>Research</b>	1. Conduct action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
<b>Technical Assistance</b>	<ol style="list-style-type: none"> <li>1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.</li> <li>2. Coordinate with the PSDS to arrive at a technical assistance plan for each district.</li> <li>3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.</li> <li>4. Prepares and submits periodic reports on the</li> </ol>



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>progress of the technical assistance being provided to the schools.</p> <p>5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</p>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p><b>Programs and Projects (Support to school governance, operation and learner)</b></p> <p><b>(SGOD)</b></p>	<ol style="list-style-type: none"> <li>1. Provide technical inputs towards developing the Schools Division's plans and strategies to improve the holistic development of learners in order to focus resources of the division and guide selection of donors and partners.</li> <li>2. Develop and submit concept papers and program/project designs and proposals for funding, partnerships undertakings.</li> <li>3. Review and evaluate technical documents (e.g. project proposals, draft MOAs) for submission and approval of Schools Division management.</li> <li>4. Facilitate and coordinate with stakeholders as needed, the development of work plans to implement programs and projects.</li> <li>5. Develop and implement information, education advocacy programs to raise understanding and gather support for current programs and projects.</li> <li>6. Conduct monitoring and evaluation (together with School M&amp;E) on the status and progress of special programs and projects and provide feedback to management and stakeholders to obtain continuing support.</li> <li>7. Conduct assessment and evaluation of programs and projects (with School M&amp;E) and submit evaluation reports to recommend sustaining, expanding or terminating special programs or projects.</li> </ol>
<p><b>Partners and Donors</b></p>	<ol style="list-style-type: none"> <li>1. Search and explore potential donors and partners for education support programs and participate in relevant meetings and functions to establish possible areas for collaboration.</li> <li>2. Review project /partnership proposals to check for alignment to DepED policies, guidelines and standards and values.</li> <li>3. Draft MOUs, MOAs, and contracts with partners for</li> </ol>



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>recommendation to the Regional Director.</p> <p>4. Prepare draft of localized policies and standards for engaging partners and donors in order to protect DepED interest and values.</p> <p>5. Develop and implement initiatives to sustain relationships of educational partners and donors to maintain continuous support to basic education.</p>
<b>Advocacy</b>	<p>1. Develop and implement information, education advocacy programs or campaigns to raise understanding among stakeholders, and increase resource and support for programs to improve the delivery of basic education.</p> <p>2. Develop and produce advocacy materials to promote visibility and recall.</p>
<b>Research And Development</b>	<p>1. Lead in the conduct of Action Research on improving implementation of Special Programs and Projects that support school governance.</p> <p>2. Analyze findings and prepare recommendation for policy issuances to support school governance.</p>
<b>Technical Assistance</b>	<p>1. Provide Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to governance and operations</p>
<b>Unit Performance</b>	<p>1. Assist chief in the day to day operation of the Division to ensure efficient and effective delivery of its services.</p>

**d. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**  
 Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Certificate of valid and updated PRC License;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school;



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

REGION XII  
**SCHOOLS DIVISION OF SOUTH COTABATO**

- vii. Photocopy of Certificate of Relevant Trainings;
- viii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- ix. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification of 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 DepEd Order 007, s. 2023: Annex C; and
- xi. Other documents that can use as means of verification on the following:
  - 1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
  - 2. Application of Education;
  - 3. Application of Learning and Development; and
  - 4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item e (ix) is not relevant to the position.

Pertinent papers of applicants shall include table of contents, properly **earmarked** and **sequentially arranged**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 4: **Criteria and Point System for Hiring and Promotion to Teaching-Related Positions**. The following is the point system for Evaluative Assessment for Teaching-Related Position: SG 10-22 and SG 27:

<b>Criteria</b>	<b>Breakdown of Points SG 10-22 and SG 27</b>
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>



Republic of the Philippines  
**Department of Education**

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

3. Application documents shall be submitted to the Schools Division Office on or before **May 31, 2024**. No pertinent papers shall be accepted thereafter.
4. Applicants shall be notified of the conduct of the activities in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
5. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
6. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
7. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: Annex C: Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity, and Data Privacy Consent

Referenc: As stated

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

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- notice of vacancy for education program supervisor  
0000/May 15, 2024

## CHECKLIST OF REQUIREMENTS

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

\_\_\_\_\_  
 Name and Signature of Applicant

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

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document 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 maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.