



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

Office of the Schools Division
Superintendent

16 Feb 2024

DIVISION MEMORANDUM
OSDS No. **024** s. 2024

NOTICE OF VACANCY FOR CHIEF EDUCATION 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 following vacant position:

a. Position Title: CHIEF EDUCATION SUPERVISOR

b. Position Details

Position Title	No.	Plantilla Item Number	Place of Assignment
Chief Education Supervisor	1	OSEC-DECSB-CES-840141-2014	SDO – Curriculum Implementation Division

c. CSC Qualification Standards

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Chief Education Supervisor	24	90,078.00	Master's degree in Education or other relevant Master's degree	4 years relevant experience in management and supervision	24 hours of training in management and supervision	RA 1080 (Teacher)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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d. Duties and Responsibilities

Key Result Area/s	Duties and Responsibilities
Management of Curriculum Implementation	<ol style="list-style-type: none">1. Provide technical input in all subject areas to the Strategic Plan of the school's division/DEPED based on 10 monitoring reports, progress and summative evaluation of the EPS and PSDS every month to guide direction regarding the implementation and delivery of the Basic Education Curriculum.2. Develop the framework and system monitoring curriculum implementation to guide the gathering data on the management and implementation of the basic education curriculum.3. Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.
Curriculum, development, enrichment and localization	<ol style="list-style-type: none">1. Guides the development and implementation of programs on 5 learning areas on effective, localized, indigenized, contextualized competencies in the curriculum.2. Guides the development of systems and mechanisms for managing and monitoring the localized and indigenized curriculum.3. Submit to the regional management policy recommendation to guide the localization and indigenization of the basic education curriculum.
Learning Delivery	<ol style="list-style-type: none">1. Develops and implements 2 advocacy programs on effective localized delivery modes to encourage learning and innovation.2. Recommends policies on learning delivery arising from evaluation studies and research for adoption in the region.
Learning Resource	<ol style="list-style-type: none">1. Establish and sustain operations of the SDO Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS)2. Provide oversight to the development of localized/indigenized learning materials for school division's use by the LR Development Teams.
Learning Outcome Assessment	<ol style="list-style-type: none">1. Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such



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	<p>outcomes.</p> <ol style="list-style-type: none">2. Submit to the Regional Director Policy recommendations related to improving learning outcomes in the region.
Special Curricular Programs and Support Activities	<ol style="list-style-type: none">1. Submit to regional management policy recommendations on curricular support activities for regional adoption.
Research	<ol style="list-style-type: none">1. Review 5 Research findings and policies recommendation and provide directions in research utilization as well as research areas to pursue.
Technical Assistance	<ol style="list-style-type: none">1. Lead the CID team in consolidating needs for technical assistance on Curriculum implementation for the school division.2. Present to management periodic reports on the progress of technical assistance in:<ol style="list-style-type: none">a. Lowest performing district and schoolsb. Curriculum implementation and instructional delivery3. Submit to the school's division and regional management, policy recommendation arising from reports of result evaluation of the provision of technical assistance.
Unit Performance	<ol style="list-style-type: none">1. Prepare and manage the budget for CID's resources requirement and submit this to be part of the Division Budget.2. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.3. Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.4. Conduct regular CID meeting for regular updates and work coordination.5. Prepares and submits an Annual Procurement Plan of CID to schedule expense requirements.

e. 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;



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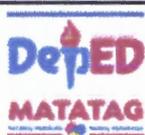


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- iii. Photocopy of Certificate of valid and updated PRC License;
 - iv. Photocopy of Certificate of Ratings;
 - v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
 - vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school;
 - 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 and 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**



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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:

Criteria	Breakdown of Points SG 10-22 and SG 27
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
TOTAL	100

- Application documents shall be submitted to the Schools Division Office on or before **March 04, 2024**. No pertinent papers shall be accepted thereafter.
- 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.
- 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.
- 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.
- For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
- Immediate dissemination of this memorandum is desired.

For: 
CRISTOPHER T. FRUSA
Chief Educational Supervisor - SG00
2/16/2024
LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: None

Reference: As stated

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

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for chief education supervisor
0000/February 16, 2024



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