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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 10, 2023

REGIONAL MEMORANDUM

No. **841** s. 2023

**ANNOUNCEMENT OF THE VACANT POSITION IN THIS OFFICE
AND INVITATION TO APPLY**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce one (1) vacant position in this Office and invitation to apply with the following details:

No. of Vacancy	Position Title	Salary Grade
One (1)	Chief Education Supervisor	24

2. Interested and qualified applicants regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE), etc. are encouraged to apply and may submit their **Letter of Intent** supported with the following documents **with proper tabbing** not later than **August 25, 2023**:

- a. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
- b. Photocopy of valid and updated PRC License/ID, if applicable;
- c. Photocopy of Certificate of Eligibility/Rating, if applicable;
- d. 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;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. 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;
- i. 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 C* of DepEd Order 007, s. 2023), notarized by authorized official; and



- j. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 2(h) is not relevant to the position to be filled, if applicable.

3. Application documents may be submitted through the Records Section or email at: **records.region8@deped.gov.ph** cc **personnel.region8@deped.gov.ph** or via courier addressed to:

The Regional Director

Department of Education, Regional Office VIII
Government Center, Candahug, Palo, Leyte 6501

4. Attached are the Qualification Standards, Job Summary/Key Result Areas/Duties and Responsibilities, Criteria and Point System, and Checklist of Requirements with Omnibus Sworn Statement.
5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline set would mean a waiver of the right to be included in the evaluation/comparative assessment.
6. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

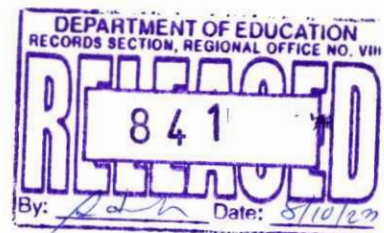
Enclosure: As stated

References: DO 007, s. 2023; DO 19, s. 2022; 2017 ORAOHRA; RA 7041

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

ANNOUNCEMENT
INVITATION TO APPLY
VACANT POSITION

AD-PS-EDR



Enclosure to Regional Memorandum No. _____, s. 2023

QUALIFICATION STANDARDS

Chief Education Supervisor	
Education	Master's degree in Education or other relevant Master's degree
Experience	4 years relevant experience involving management and supervision
Training	24 hours of training in management and supervision
Eligibility	PBET; Teacher

JOB SUMMARY, KEY RESULT AREAS, AND DUTIES AND RESPONSIBILITIES

Chief Education Supervisor		
Job Summary	Key Result Area	Duties and Responsibilities
To provide strategic and technical inputs towards effectively managing the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the region, and ensuring access to quality and varied learning resources. To direct and manage the	Management of Curriculum Implementation	<ul style="list-style-type: none"> • Provide technical Inputs to the Strategic Plan of the region (REDP) based on M&E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the management and delivery of the Basic Education Curriculum. • Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum. • Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives. • Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation. • Guide and provide technical inputs to HRD and CLMD teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum. • Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding. • Guide the development and implementation of region-initiated programs related to the curriculum for technical soundness and relevance. • Present to the regional management, progress and evaluation reports on region-initiated programs for appropriate management action.



<p>work of the CLMD team that will help manage curriculum implementation in the region and provide technical assistance to the divisions in line with the curriculum and learning management.</p>	<p>Curriculum Development, Enrichment, and Localization</p>	<ul style="list-style-type: none"> • Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area. • Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum. • Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum.
	<p>Learning Delivery</p>	<ul style="list-style-type: none"> • Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation. • Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.
	<p>Learning Resource</p>	<ul style="list-style-type: none"> • Establish and sustain operations of the regional Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS). • Provide oversight to the development of Localized/indigenized learning materials for regional use by the LR Development Teams.
	<p>Learning Outcomes Assessment</p>	<ul style="list-style-type: none"> • Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes. • Submit to the Regional Director policy recommendations related to improving learning outcome in the region
	<p>Special Curricular Programs and Support Activities</p>	<ul style="list-style-type: none"> • Submits to regional management policy recommendations on curricular support activities for regional adoption.
	<p>Technical Assistance</p>	<ul style="list-style-type: none"> • Lead a team in providing technical assistance a cluster of schools division. • Lead the CLMD team in consolidating needs for technical assistance on Curriculum Management and Instructional Delivery for the whole region. • Presents to regional management periodic reports on the progress of technical assistance



		<p>in:</p> <ul style="list-style-type: none"> • Cluster of schools division assigned to the TA team • Curriculum management and instructional delivery • Submits to the regional management, policy recommendations arising from reports of results evaluation of provision of technical assistance.
	<p>Unit Performance</p>	<ul style="list-style-type: none"> • Prepare and manage the budget for CLMD's resource requirements and submits this to be part of the Regional Budget. • Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets. • Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action. • Submits M & E Report/ Results of CLMD Operations to inform management of progress. • Prepares and submits an Annual Procurement Plan of CLMD 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 CLMD 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 CLMD Meetings for regular updates and work coordination. • Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION

Criteria	Breakdown of Points	Means of Verification
	Related Teaching	
A. Education <i>Education Units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements in the CSC-approved QS</i>	10	Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available
B. Training <i>Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years</i>	10	Certificate/s of Training
C. Experience <i>Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS</i>	10	Certificate of Employment, Contract of Service, or duly signed Service Record
D. Performance <i>Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled</i>	20	Internal Applicants: Performance Rating obtained from the RPMS-IPCR Form with at least Very Satisfactory Rating in the last rating period except for promotion from first to second level entry position where the required performance rating is at least Satisfactory. External Applicants: Certificate of Rating supported with Performance Evaluation Tool
E. Outstanding Accomplishments <i>Acquired after the last promotion</i>	5	Outstanding Employee Award: a. Any issuance, memorandum or document showing the Criteria for the Search; and b. Certificate of Recognition/Merit Research and Innovation: a. Proposal duly approved by the



		<p>Head of Office or the designated Research Committee per DO No. 16, s. 2017</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office</p> <p>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office</p> <p>e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.</p> <p>Subject Matter Expert/Membership in National TWGs or Committees</p> <p>a. Issuance of Memorandum showing the membership in NTWG or Committee</p> <p>b. Certificate of Participation or Attendance; and</p> <p>c. Output/Adoption by the organization/ DepEd</p> <p>Resource Speakership/ Learning Facilitation</p> <p>a. Issuance/Memorandum/Invitation/Training Matrix;</p> <p>b. Certificate of Recognition/merit/Commendation/Appreciation; and</p> <p>c. Slide deck/s used and/or Session guide/s</p> <p>NEAP Accredited Learning Facilitator</p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by</p>
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		the NEAP Central Office
F. Application of Education <i>Acquired after the last promotion</i>	15	a. Action Plan approved by the Head of Office b. Accomplishment Report verified by the Head of Office c. Certification of the utilization/adoption signed by the Head of Office
G. Application of Learning & Development <i>Acquired after the last promotion</i>	10	a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required; b. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
H. Potential (Written Examination, Behavioral Event Interview (BEI), Skills or Work Sample Test) <i>Measure using other evaluative assessments</i>	20	HRMPSB Ratings
TOTAL	100	



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 <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.

