



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

June 7, 2021

DIVISION MEMORANDUM
 No. 209, s. 2021

**REANNOUNCING THE VACANT POSITION OF EDUCATION PROGRAM SUPERVISOR
 IN THE DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: Education Program Supervisors
 Public Elementary and Secondary School Principals
 Teaching and Non-Teaching Personnel/Staff
 All Others Concerned

1. Pursuant to DepEd Regional Memorandum No. 0431, s. 2021, the Department of Education – Regional Office VII with its commitment to adhere to the provisions of the 2017 Omnibus Rules on Appointment and other Human Resource Actions of the Civil Service Commission and for purposes of conducting an in-depth selection process in the appointment of personnel, hereby re-announces the vacant position as indicated below:

Position Title	Qualification Standards			
	Educational Requirement	Experience Requirement	Training Requirement	Civil Service Eligibility
Education Program Supervisor	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Preferably: Science Major)	2 yrs. as Principal OR 2 yrs. as Head Teacher OR 2 yrs. as Master Teacher	8 hrs. relevant training	RA 1080 (Teacher)

2. Attached is the job description form of the vacant position indicated above and the DepEd Regional Memorandum for more information.

3. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
 Schools Division Superintendent



*Maria Joy
M. Alboran*



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



REGIONAL MEMORANDUM
No. **0431**, s. 2021

JUN 03 2021

**Reannouncing the Vacant Position of Education Program Supervisor
in the Department of Education Regional Office VII**

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education- Regional Office VII with its commitment to adhere to the provisions of the 2017 Omnibus Rules on Appointment and other Human Resource Actions of the Civil Service Commission and for purposes of conducting an in-depth selection process in the appointment of personnel, hereby reannounces the vacant position as indicated below:

Position Title	Qualification Standards			
	Educational Requirement	Experience Requirement	Training Requirement	Civil Service Eligibility
Education Program Supervisor	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Preferably: Science Major)	2 yrs. as principal OR 2 yrs. as Head Teacher OR 2 yrs. as Master Teacher	8 hrs. relevant Training	RA 1080 (Teacher)

For more details, attached is the job description form of the vacant position indicated above.

2. Interested and qualified applicants (only those who meet the education, experience, training and eligibility requirements indicated in the qualification standards) regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are required to submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy) which are properly tabbed according to the following order, to wit:

- 2.1 Letter of Intent;
- 2.2 Duly accomplished Personal Data Sheet (DPS)/CSC Form 212;
- 2.3 Transcript of Records/ School Records;
- 2.4 Certificate of Eligibility;
- 2.5 Service Record/ Certification of Employment;




Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

- 2.6 Performance rating for the last three (3) rating period prior to the screening;
 - 2.7 Certificate of Training/ Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
 - 2.8 Outstanding Accomplishment/s (if any); and
 - 2.9 Notarized Omnibus Sworn Statement. (template provided)
3. Application documents shall be submitted to the Human Resource Management Office (HRM) Unit through the Records Unit-Administrative Services Division or through this link: <https://region7.deped.gov.ph/join-us/> on or before June 11, 2021;
 4. All applicants who have already submitted their applications on May 7, 2021 are allowed to update and submit additional documents to support their application;
 5. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ASD/IFC/arc

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: 00</p>								
<p>Position Title</p>		<p>Education Program Supervisor</p>	<p>Salary Grade</p> <p align="center">22</p>	<p>Regional Office</p> <p>Curriculum Learning and Management Division</p>							
<p>Parentetical Title</p>		<p>Governance Level</p> <p>Unit/Division</p>									
<p>Office/Bureau/Service</p>		<p>Effectivity Date</p> <p>Page/s</p>									
<p>Reports to</p>	<p>Chief Education Supervisor Administrative Assistant I</p>										
<p>Positions Supervised</p>											
<p>JOB SUMMARY</p> <ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 											
<p>QUALIFICATION STANDARDS</p>											
<p>A. CSC Prescribed Qualifications</p> <table border="1"> <tr> <td>Education</td> <td>Masters degree in education or other relevant degree Masters degree with specific area of specialization</td> </tr> <tr> <td>Experience</td> <td>At least 2 years experience as Principal or Head Teacher or Master Teacher</td> </tr> <tr> <td>Eligibility</td> <td>RA 1080 (Teacher)</td> </tr> <tr> <td>Trainings</td> <td>08 hours of relevant training</td> </tr> </table>				Education	Masters degree in education or other relevant degree Masters degree with specific area of specialization	Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher	Eligibility	RA 1080 (Teacher)	Trainings	08 hours of relevant training
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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Management of Curriculum Implementation</p>	<ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
<p>Curriculum Development, Enrichment, and Localization</p>	<ul style="list-style-type: none"> • Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division. • Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
<p>Learning Delivery</p>	<ul style="list-style-type: none"> • Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
<p>Learning Resource</p>	<ul style="list-style-type: none"> • Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Learning Outcomes Assessment</p>	<ul style="list-style-type: none"> • 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. • Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
<p>Special Curricular Programs and Support Activities</p>	<ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
<p>Technical Assistance</p>	<ul style="list-style-type: none"> • Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division. • Coach the schools division in implementing interventions related to curriculum management and instructional delivery. • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

AFFIDAVIT OF AUTHENTICITY AND VERACITY

I _____, Filipino, of legal age, with permanent address at _____, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of _____ pursuant to the posted vacant positions of the Department of Education Region VII.

2. I have submitted the following documents as part of the requirements for my application (enumerate):

3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.

By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021 at _____ Philippines, affiant exhibiting to me his/her Valid ID _____ issued on _____ at _____

Notary Public