February 21, 2020

MEMORANDUM TO:

Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads/TIC’s
Human Resource Merit Promotion & Selection Board
Teaching Personnel
All Other Concerned

This is to announce the vacancy for Public Schools District Supervisor position. All interested and qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating for the last 3 rating periods</td>
<td>35</td>
</tr>
<tr>
<td>Experience</td>
<td>5</td>
</tr>
<tr>
<td>Outstanding Accomplishments</td>
<td>20</td>
</tr>
<tr>
<td>Education</td>
<td>25</td>
</tr>
<tr>
<td>Training</td>
<td>5</td>
</tr>
<tr>
<td>Potential</td>
<td>5</td>
</tr>
<tr>
<td>Psychosocial Attributes &amp; Personality Traits</td>
<td>5</td>
</tr>
</tbody>
</table>

The Qualification Standards are as follows: (Reference: DepEd Order No. 26, s. 2016).

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Schools District Supervisor</td>
<td>22</td>
<td>2</td>
<td>Master’s Degree in Education or other relevant Master’s Degree</td>
<td>Five years cumulative experience in instructional supervision and school management</td>
<td>16 hours of relevant training</td>
<td>RA1080 (Teacher)</td>
</tr>
</tbody>
</table>

This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”
Applicants should prepare two (2) folders with the following documents:

1st Folder:
1. Letter of Intent
2. Transcript of Records/Special Order
3. Updated Service Records
4. Latest Appointment
5. Certificate of relevant trainings/seminars attended
6. Certificate of Eligibility/Board Rating

2nd Folder:
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents (notarized)
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Pertinent documents (Folder 1 & 2) duly sealed in a long envelope must be stamped “Received” at the Records Section (with name, school/district, contact number and position applied for) and be submitted at the Office of the Asst. Schools Division Superintendent not later than March 2, 2020. No application documents will be accepted after the deadline.

Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.

Documents in the first folder will be pre-evaluated by the Personnel Officer. Second folder will be opened on the day of evaluation.

For wide dissemination, guidance and compliance.