MEMORANDUM TO:

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

In preparation for the forthcoming vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007:

1. Chief Education Supervisor (for Curriculum Implementation Division)
2. Education Program Specialist II (for Human Resource Development)
3. School Principal I (Elementary)
4. Administrative Officer IV - Caramoran Rural Development High School

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Related Teaching Position</td>
</tr>
<tr>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Performance Rating for the last 3 rating periods</td>
<td></td>
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<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: DECS QS Manual for Unique Positions-Revises 1995, DepEd Order No. 39, s. 2007 and CSC MC No. 10 s. 2005).

<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>Chief Education Supervisor</td>
<td>24</td>
<td>2</td>
<td>Master's degree in Education or other relevant Master's degree</td>
<td>4 years relevant experience involving management and supervision</td>
<td>24 hours of training in management and supervision</td>
<td>RA1080 (Teacher)</td>
</tr>
<tr>
<td>Education Program Specialist II</td>
<td>16</td>
<td>2</td>
<td>Bachelor's degree in Education or its equivalent</td>
<td>2 years experience in education research, development, implementation or other relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position</td>
</tr>
<tr>
<td>School Principal I</td>
<td>19</td>
<td>2</td>
<td>Bachelor's degree in elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years</td>
<td>40 hours of relevant training</td>
<td>RA1080 (Teacher)</td>
</tr>
<tr>
<td>Administrative Officer IV</td>
<td>15</td>
<td>2</td>
<td>Bachelor's degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional)/Second Level Eligibility</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. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment
5. Latest Appointment
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

2nd Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
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

First folder must be sealed in an envelope (with name, contact number, school/district and position applied for) and should be stamped “Received” at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than December 16, 2019. Applicants are advised to bring their 2nd folder together with the original copies of documents on the day of evaluation.

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

[Signature]
Schools Division Superintendent