



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

18 SEP 2023

DIVISION MEMORANDUM
No. 665, s. 2023

**ANNOUNCING THE VACANCIES FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR AND
SCHOOL PRINCIPAL II POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the following positions:

- (1) Public Schools District Supervisor
- (1) Principal II - Elementary

2. This Office fully implements the Equal Employment Opportunity Principle (EEOP) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.

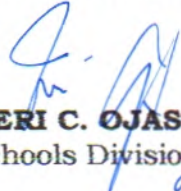
3. All interested applicants should signify their interest in their application letter together with complete documentary requirements, arranged and properly labeled, in one (1) BLUE folder on or before **September 28, 2023** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

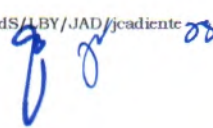
- a) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official;
<https://tinyurl.com/COFandOSS>;



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- b) Letter intent addressed to the Schools Division Superintendent;
 - c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - d) Photocopy of Certificate of Eligibility/ Rating/ License;
 - e) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
 - f) Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary: Enclosure C*);
 - g) Photocopy of Service Record or Certificate of Employment;
 - h) Photocopy of one (1) recent approved Performance Rating (SY 2022-2023);
 - i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.
4. **DepEd Order No. 007, s. 2023** shall be the basis for evaluation of these papers.
5. The following enclosures are attached for reference:
- A. Qualification Standards
 - B. Job Description
 - C. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (<https://tinyurl.com/COFandOSS>)
 - D. Summary of L&D Interventions/Training Programs Attended
 - E. Timeline/Schedule of Activities
6. No additional documents shall be accepted after September 28, 2023.
7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Human Resource Management Unit or contact her at (035)422-0267.
8. It is desired that this Memorandum be given widest dissemination.


NERI C. OJASTRO, EdD, CESE
Schools Division Superintendent
9/15/23

NCO/NLR-MKP-JMA/AdS/LBY/JAD/jcadiante
September 15, 2023




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LIST OF VACANCIES FOR RELATED-TEACHING

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Public Schools District Supervisor	PSDS-510236-1998	22	71,511.00	Master's Degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	Division of Negros Oriental
1	Principal II (Elementary)	SP2-510254-2010	20	57,347.00	Bachelor's degree in Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	Division of Negros Oriental



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Public Schools District Supervisor	Salary Grade	22
Parentetical Title		Governance Level	
Unit		Division	
Reports to		Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
<p>This position provides schools and learning centers in a district with relevant and timely service through:</p> <ul style="list-style-type: none"> • the conduct of instructional supervision • provision of technical assistance in school management and curriculum implementation • establishing a conducive physical environment for learners and school workers • sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education. 			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's Degree in Education or other relevant Master's degree		
Experience	5 years cumulative experience in instructional supervision and school management		
Eligibility	RA 1080 (Teacher)		
Training	16 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Training			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
INSTRUCTIONAL SUPERVISION	<p>Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.</p> <p>Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.</p> <p>Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.</p>
TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	<p>Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing.</p> <p>Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.</p> <p>Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.</p> <p>Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.</p> <p>Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.</p>
MONITORING AND EVALUATION	<p>Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools.</p> <p>Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.</p> <p>Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.</p>
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<p>Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.</p>
LEARNING OUTCOMES ASSESSMENT	<p>Gather results of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.</p> <p>Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.</p>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RESEARCH	Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	<p>Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions.</p> <p>Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.</p> <p>Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.</p> <p>Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.</p> <p>Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</p>



Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Principal II	Salary Grade	20
Parentetical Title		Governance Level	
Unit		Division	
Reports to		Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
Set, the mission, vision, goals and objective of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management		
Experience	1 year as Principal		
Eligibility	RA 1080 (Teacher)		
Training	40 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Training			

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 HR Office/Subcommittee)</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 (HR) Office / Subcommittee

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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.

**LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/
 TRAINING PROGRAMS ATTENDED
 (ACQUIRED AFTER THE LAST PROMOTION)**

Name: _____

Date of Last Promotion, if applicable: _____

Title of Learning and Development Interventions/ Training Programs (Write in full)	Inclusive Dates of Attendance (mm/dd/yyyy)		Number of Hours	Type of L&D (Managerial, Supervisory, Technical, Foundation)	Conducted/ Sponsored by:
	From	To			
Total Number of Hours:			xx		

Time Frame	Activity	Participants/ Committee In-Charge
Sep 18, 2023	Dissemination of the vacancy for the position through Division Memorandum	HRMO
Sep 18 to Sep 28, 2023	Submission of application letter and supporting documents to the Records Section of the SDO Negros Oriental	Interested Applicants
Oct 2-3, 2023	Initial Evaluation of the Qualification of Applicants by the HRMO	HRMO
Oct 9-23, 2023	Posting of the Initial Evaluation Results (IER) for 15 Calendar days	HRMO
Oct 24-27, 2023	Open Ranking/Assessment en banc of documents of qualified applicants	HRMPSB & Applicants
Oct 24-27, 2023	Conduct written exam and interview	HRMPSB & Applicants