



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 29, 2021

DIVISION MEMORANDUM

No. 218, s. 2021

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached is a copy of Regional Memorandum No. 349 s. 2021 titled "**Recruitment and Selection of Applicants for Vacant Positions**".
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



PYM/mtb



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Records



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

JUN 28 2021

REGIONAL MEMORANDUM

No. 349 s. 2021

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the following positions:

Position	No. of Positions	Office Assignment
Education Program Supervisor	1	Field and Technical Assistance Division
Education Program Supervisor	1	Human Resource Development Division
Education Program Supervisor	1	Policy, Planning, and Research Division

2. The qualification standards of the said positions are as follows:

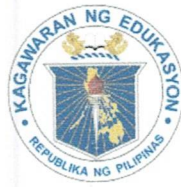
Position	Education	Experience	Training	Eligibility
Education Program Supervisor OSEC-DECSB-EPSVR-420019-2010	Master's degree relevant to the job	At least 2 years experience as Principal or Head Teacher or Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Education Program Supervisor OSEC-DECSB-EPSVR-420020-2010	Master's degree in education or other relevant degree Master's degree with specific area of specialization	At least 2 years experience as Principal or Head Teacher or Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Education Program Supervisor OSEC-DECSB-EPSVR-420011-2010	Master's degree relevant to the job	At least 2 years experience as Principal or Head Teacher or Master Teacher	8 hours of relevant training	RA 1080 (Teacher)



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3. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter in the **drop box at the lobby of the Administrative Division, DepEd, Regional Office VI, Duran Street, Iloilo City**, specifying their desired position and office where the vacancy exists or **send though on-line** due to Community Quarantine and health Protocols caused by COVID-19, the following documents in **three (3) copies (1 original and 2 photocopies)** properly labelled, with dog ear, per criterion:

1. Application letter
2. CSC Form 212 (Personal Data Sheet) must be computerized
3. Transcript of Records (graduate and undergraduate) **authenticated by CHED**
4. Service Record/Certificate of Employment specifying the **Nature of Work**
5. Other Designations (with specific duties and responsibilities), if any
6. Position Description Form for regular employees and from other Government Agencies
7. Certificate of Eligibility **authenticated by CSC**
8. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees)
9. Certificate of Trainings after the recent promotion/appointment
10. Outstanding Accomplishment after the recent promotion/appointment
11. Required documents for evaluation as stipulated in DepED Order No. 66 s. 2007 (See attached Criteria for Evaluation)
12. Omnibus sworn statement

4. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule	Participants
Filing of application letter with complete supporting documents	Records Section	July 12, 2021	
Evaluation of the Applicant's qualification viz-a-viz Qualification Standard (QS)	HRMO Office	July 14, 2021	
Submission of List of Qualified Applicants to HRMPSB for deliberation	Office of the Assistant Regional Director	July 19, 2021	
Interview of applicants	Office of the Assistant Regional Director	July 21, 2021	
Written Exam, Computer Skills and other Test	Office of the Assistant Regional Director	July 22, 2021	Only the Top 3 applicants
Conduct Background Investigation		anytime	
HRMPSB deliberation and finalization of Evaluation Results	Conference Hall	July 23, 2021	



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Submission to the Office of the Regional Director for approval of Evaluation Results	Office of the Regional Director	July 26, 2021	
Posting of Results	Bulletin Board (3 conspicuous places)	July 27, 2021	

5. The applicants are reminded of the following:
1. **Late documents shall not be evaluated.**
 2. **No retrieval of folders will be allowed once stamped "Received" by the office**
6. Wide and immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

References: None

Incl: As stated

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

HIRING RECRUITMENT AND SELECTION



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“Annex A”
 Enclosure to DepED Order No. 66 s. 2007
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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		LEVEL 1	LEVEL 2
A. Performance Rating	35	35	30
<i>Performance rating for the 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>. Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>. Master's Degree</i>	15	7	10
<i>. Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>. Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participants in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participants in three (3) training or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>District Level</i>	1	2	2
<i>Division Level</i>	2	4	4
<i>Regional Level</i>	3	6	6
<i>Participants in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>National Level</i>	4	8	8
<i>International Level</i>	5	10	10

“Annex A”



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Enclosure to DepED Order No. 66 s. 2007
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<i>Chair/Co-Chair in a technical/planning committee</i>	1	2	2
<i>District Level</i>	2	4	4
<i>Division Level</i>	3	6	6
<i>Regional Level</i>	4	8	8
<i>National Level</i>	5	10	10
<i>International Level</i>			
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgement</i>	1	4	2
5. <i>Leadership</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100



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