



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

June 24, 2021

DIVISION MEMORANDUM

No. 210, s. 2021

**SUBMISSION OF APPLICATION FOR PROMOTION
TO PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Principals/Head Teachers
All Qualified Applicants**

1. This Office announces the submission of application for promotion to Public Schools District Supervisor, this Division.
2. **Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter** together with the supporting documents to the Division Office c/o Personnel Unit on or before **July 15, 2021**. Please be guided by the attached DepEd Orders for the qualification standards and criteria of evaluation.
3. Schedule of interview and written test will be announced later.
4. Immediate and wide dissemination of this memorandum is desired.


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



PYM/mtb



Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Numancia, Aklan

EVALUATION SHEET FOR PROMOTION TO PUBLIC SCHOOLS DISTRICT SUPERVISOR

NAME _____ UNIT/SECTION _____

PRESENT POSITION _____ DATE OF EFFECTIVITY _____

COMPUTATION OF POINTS

Breakdown
of Points No. of
Points

I. PERFORMANCE RATING (35 points)

Performance Rating for SY 201__ - 202__ = _____

201__ - 201__ = _____

201__ - 201__ = _____

Average Performance Rating _____ x 35 = _____ pts. _____

II. EXPERIENCE (5 points)

Relevant experience must be relevant to the duties and functions of the positions to be filled. **Every year given a point but not to exceed five (5) points.** _____

III. OUTSTANDING ACCOMPLISHMENTS (20 points)

A. Outstanding Employee Award (4 points)

Awardee in the school 1 pt. _____

Awardee in the district/nomination in the division 2 pts. _____

Awardee in the division/nomination in the region 3 pts. _____

Awardee in the region/nomination in the DepEd 4 pts. _____

National awardee 4 pts. _____

B. Innovations (4 points)

Innovative work plan and properly documented, and approved by immediate head attested by authorized division/regional Official

*Conceptualized _____ 1 pt. _____

* Started the implementation _____ 2 pts. _____

* Fully implemented in the school _____ 3 pts. _____

* Adopted in the district _____ 4 pts. _____

* Adopted in the division _____ 4 pts. _____

C. Research and Development Projects (4 points)

* Action research conducted in the school level 2 pts. _____

* Full-blown research conducted in the district level 3 pts. _____

* Full-blown research conducted in the division level 4 pts. _____

D. Publication/Authorship (4 points)

* Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.) _____ 2 pts. _____

* Co-authorship of a book (to be divided by the number of authors) _____ 3 pts. _____

* Sole authorship of an education or school improvement related work _____ 4 pts. _____

E. Consultancy/Resource Speakership in Trainings/Seminars (4 points)

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____
- * National Level _____ 4 pts. _____
- * International Level _____ 4 pts. _____

IV. EDUCATION & TRAINING (30 pts.)

A. Education (25 points)

- * Master's Degree _____ 15 pts. _____
- * CAR for Doctoral Degree _____ 20 pts. _____
- * Doctoral Degree _____ 25 pts. _____

B. Training (5 points)

Participant in a specialized training, e.g. Scholarship, Short Courses, Study Grants, shall be given 1 pt. for each month of attendance but not to exceed 10 pts. _____

1. Participant in 3 or more training activities in each level conducted for at least 3 days not credited during the latest promotion:

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____

2. Participant in one (1) training activity conducted for at least 3 days not credited during the latest promotion:

- * National Level _____ 4 pts. _____
- * International Level _____ 5 pts. _____

3. Chair/Co-Chair in a technical/planning committee

- * District Level _____ 1 pt. _____
- * Division Level _____ 2 pts. _____
- * Regional Level _____ 3 pts. _____
- * National Level _____ 4 pts. _____
- * International Level _____ 5 pts. _____

V. POTENTIAL (5 points)

- 1. Communication Skills _____ 1 pt. _____
- 2. Ability to present Ideas _____ 1 pt. _____
- 3. Alertness _____ 1 pt. _____
- 4. Judgment _____ 1 pt. _____
- 5. Leadership Ability _____ 1 pt. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (5 points)

- 1. Human Relations _____ 2 pts. _____
- 2. Decisiveness _____ 2 pts. _____
- 3. Stress Tolerance _____ 1 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:



Republic of the Philippines
Department of Education

02 MAY 2016

DepEd ORDER
No. **26** s. 2016

**REVISED QUALIFICATION STANDARDS (QS) FOR THE POSITION
OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

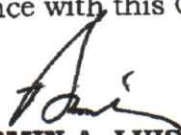
1. The Civil Service Commission (CSC) has approved the Qualification Standards (QS) for the position of Public Schools District Supervisor (Salary Grade 22) in the Department of Education (DepEd) based on the Resolution No. 1600324 dated March 29, 2016 as follows:

Education : Master's Degree in Education or other relevant
Master's Degree;
Experience : Five years cumulative experience in instructional
supervision and school management;
Training : Sixteen hours of relevant training; and
Eligibility : Republic Act No. 1080 (Teacher)

2. The modification to the existing QS for the abovementioned position is anchored on the functions of the position pursuant to RA 9155, otherwise known as *Governance of Basic Education Act of 2001* and the approved Rationalization Plan of the Department.

3. Subsequent appointees to said position should meet the requirements stated in the enclosed newly approved QS, subject to the guidelines on the appointment and promotion of other teaching, related teaching, and non-teaching positions.

4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: None

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

APPOINTMENT	POLICY
CHANGE	QUALIFICATIONS
OFFICIALS	STRAND: Governance and Operations
PROMOTION	



QUALIFICATION STANDARDS

Re: Amended; Public Schools District Supervisor
Position, Department of Education

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NOTICE OF RESOLUTION

Sir/Madam:

The Commission promulgated on **March 29, 2016 Resolution No. 1600324** on the above-cited matter, copy attached. Its original is on file with this Commission.

March 30, 2016.

Very truly yours,

Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Copy furnished:

Undersecretary Rizalino D. Rivera
Department of Education
DepEd Complex, Meralco Avenue
1600 Pasig City

Director H Dick N. Echavez
Civil Service Commission Field Office - Makati
7/f Building 2, Makati City Hall
Poblacion
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Director IV Judith D. Chicano
Civil Service Commission - National Capital Region
No. 25 Kaliraya St., Banawe
1100 Quezon City

cslo/SSD/SPP/vcc

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS
RECEIVED
By: *Gen. R. S.*
Doc #: *198-11*
Date: *4/5/16* Time:



QUALIFICATION STANDARDS

Re: Amendment; Public Schools District Supervisor
Position, Department of Education

Number: 1600324

Promulgated: 29 MAR 2015

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RESOLUTION

Rizalino D. Rivera, Undersecretary, Department of Education (DepEd) submitted to the Commission for approval the following amended Qualification Standards (QS) for the Public Schools District Supervisor (PSDS) position in the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant master's degree	5 years cumulative experience as Master Teacher, Head Teacher or Principal	16 hours of relevant training	RA 1080 (Teacher)/ PBET

In his letter request dated 10 June 2015, Undersecretary Rivera mentioned that PSDS, a unique position in the DepEd, has QS approved by then CSC-NCR Director Nelson L. Acebedo on 19 June 1996 where the minimum qualification requirements are the following:

- Education : Master's in Education or its equivalent
- Experience : Two (2) years as Elementary School Principal III or Four (4) years as Elementary School Principal II
- Training : 16 hours of relevant training
- Eligibility : PBET; Teacher

Moreover, Undersecretary Rivera underscored that DepEd "is currently implementing the Rationalization Program which was approved by the Department of Budget and Management in November 2013. xxx In the rationalized structure, the Schools Division Office will have two (2) functional divisions, Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD). The PSDS will be part of the CID."

Under the 1997 Revised Qualification Standards Manual, the PSDS position is further classified into three (3) types which have the following QS:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - (Elementary Grades)	19	Bachelor's degree in Elementary Education (BSEED) or its equivalent	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

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Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - (Secondary Grades)	19	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080
Public Schools District Supervisor - (Vocational and Two Years Technical Courses)	19	Bachelor's degree in the field of specialization or its equivalent with at least eighteen (18) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

Under DBM-DepEd Joint Circular No. 1, s. 2003 dated November 3, 2003, there was a two-stage salary grade adjustment for PSDS, Education Supervisor I and II positions. Thus, the PSDS position was upgraded from SG-19 to SG-20 in July 2003 and SG-21 in July 2004. Under National Budget Circular No. 521 dated July 1, 2009, the PSDS position was reallocated from SG-21 to SG-22.

Item D (Schools District Level), Section 7 (Power, Duties and Functions) Chapter I (Governance of Basic Education) of RA No. 9155, which is also known as "Governance of Basic Education Act of 2011", provides for the following duties and responsibilities of the PSDS:

"The schools district supervisor shall be responsible for:

- (1) Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;*
- (2) Curricula supervision; and*
- (3) Performing such other functions as may be assigned by proper authorities."*

Moreover, Item C (5) Division Level of the same law states that district supervisors are considered subject area specialists, to wit:

"(5) Ensuring compliance of quality standards for basic education programs and for this purpose strengthening the role of division supervisors as subject area specialists;"

Undersecretary Rivera further added that *"the PSDS shall be assisting the SGOD in supporting the schools and learning center to provide the conducive learning environment for all types of learners."*

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SEYMOUR R. PAJARES

The Position and Competency Profile of the PSDS which is provided by the DepEd states that the PSDS position "is responsible for providing relevant and timely service to schools and learning centers through:

- "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."

While the Commission notes that the Administrative Code of 1987 provides that the education requirement for second level positions in the Career Service to be at least four (4) years of collegiate work, R.A. No. 9155 instructs as provided above that the PSDS be empowered as subject area specialists tasked to provide professional and instructional advice to school heads and teachers. In light of the foregoing, the Commission finds that a Master's Degree is warranted as minimum education requirement for the position.

In addition, **Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292** provides that:

- (2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office. (underscoring supplied)

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that "Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

Further evaluation of the above proposed QS for the PSDS position shows that the experience requirement is based on the cumulative experience gained in holding specific position titles in public schools. This is consistent with the ladderized career progression of teaching personnel adopted in the Department. However, the proposed experience requirement limits the recruitment within the Department and precludes those coming from private schools who may have similar work experience but do not necessarily have the same or similar position titles. In effect, it impedes the competition for said career position that should be open for those inside and outside the service.

Given the foregoing, the Commission deemed it essential that the proposed experience requirement for the PSDS position be modified to specifically state the nature of work experience predictive of able performance of the duties and responsibilities of the position (e.g. 5 years cumulative experience in curricula supervision, school administration and/or instruction advice/support). Thus, in a letter dated January 11, 2016, Undersecretary Rivera acceded and proposed the revised experience requirement for the subject position to read as "5 years cumulative experience in instructional supervision and school management."

It should be noted, however, that the amended QS for the PSDS position in the DepEd shall be applied to promotional or regular appointments to residual vacant PSDS positions after placement to comparable positions or after the implementation of the DBM-approved Rationalization Plan. This is consistent with the provisions of CSC MC No. 3, s. 2014

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(Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies.)

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the Public Schools District Supervisor position in the Department of Education:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)

The Commission **FURTHER RESOLVES** that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other personnel actions for the subject position in the Department of Education after the implementation of the DBM-approved Rationalization Plan.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

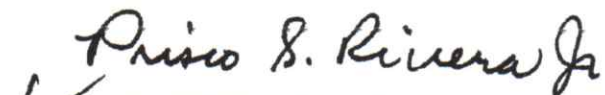
Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner


NIEVES L. OSORIO
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office


SEYMOUR R. PAJARES