



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

October 25, 2024

DIVISION MEMORANDUM

No. **513**, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION PROGRAM
SUPERVISOR POSITIONS IN THE DEPARTMENT OF EDUCATION
REGIONAL OFFICE VI**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached is Regional Memorandum No. 1040 s. 2024 dated October 23, 2024, titled **“RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION PROGRAM SUPERVISOR POSITIONS IN THE DEPARTMENT OF EDUCATION REGIONAL OFFICE VI”**, which is self-explanatory.
2. Immediate and wide dissemination of this Memorandum is desired.

RAMON D. PARAS JR. EdD

OIC, Office of the Assistant Schools Division Superintendent
In-Charge of the Division

RFD/mtb



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

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

OCT 23 2024

REGIONAL MEMORANDUM

No. 1040 s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION
PROGRAM SUPERVISOR POSITIONS IN THE DEPARTMENT OF
EDUCATION REGIONAL OFFICE VI**

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

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

POSITION	No. of Position	Office Assignment
Education Program Supervisor	1	Curriculum and Learning Management Division
Education Program Supervisor	1	Field Technical Assistance Division

2. The CSC Qualification Standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)



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

3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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 applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Certificates of Training after the last promotion/appointment, if applicable;



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

- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 document submitted and Data Privacy Consent Form pursuant to RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.

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

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	October 23, 2024 – November 4, 2024
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	November 7-8, 2024
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	November 11, 2024
Pre-Evaluation and Deliberation of the Results	Convergence Zone, Office of the Regional Director	November 14-15, 2024
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination	DepEd RO VI Studio (formerly La Carlota Room, 2 nd Floor RELC Dormitory, DepEd Regional Office VI	November 18, 2024
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	November 20, 2024



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

Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	November 22, 2024
Posting of the Comparative Assessment Results (CAR)	Bulletin Board/Website and other conspicuous places	November 25, 2024
Posting of Notice of Appointment Issued	Bulletin Board and other conspicuous places	December 10, 2024

6. The applicants are reminded of the following:
1. Late submission of mandatory documents shall not be evaluated; and
 2. No retrieval of folders will be allowed once stamped "Received" by the office.
7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

PROMOTION

RECRUITMENT

SELECTION

EGM/ASD-PS-RM-067/Publication of EPS Positions
October 23, 2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMCV/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the 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 assessment, 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:			
	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 Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF 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

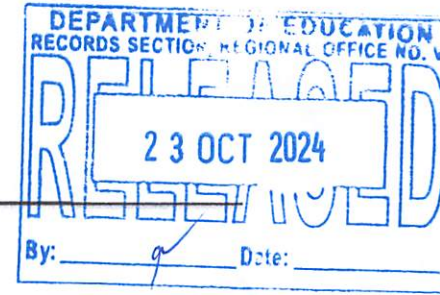
Subscribed and sworn to before me this ____ day of _____, year _____.

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.



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



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education, Regional Office VI, Western Visayas in the CSC website:

[Signature]
RAMIR B. UYTICO EdD, CESO III
Regional Director
Date: **October 23, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Education Program Supervisor	OSEC-DECSB-EPSVR-420012-2010	22	74,836.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	NONE	Curriculum and Learning Management Division
2	Education Program Supervisor	OSEC-DECSB-EPSVR-420032-2010	22	74,836.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	NONE	Field Technical Assistance Division
<<< Nothing Follows >>>										

Interested and qualified applicants, **regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the vacancy exist. Applicants are advised to submit the following documents in three (3) copies, properly labeled per criterion, attach to the application letter and send to the address below not later than **November 4, 2024**.

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/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 Certificates of Training after the last promotion/appointment, if applicable;
- g. Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173, using the required form (Annex C of D.O. 007 s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment).

Note:

1. All applicants shall ensure **completeness and accuracy** of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.
2. Applicant(s) applying for **any positions** shall not be accepted.
3. Individuals who failed to submit mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
However, failure to submit the non-mandatory documentary requirements (Item k) shall not warrant exclusion from the pool of official applicants.
4. APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

In case of **Community Quarantine / Health Protocols** declaration by proper authorities due to COVID-19, **QUALIFIED APPLICANTS** are advised to send through e-mail their application letters with complete required documents to the emails stated below subject to submission (through any Courier) of hard copies before the set deadline, viz:

DR. RAMIR B. UYTICO, CESO III
Regional Director
region6@deped.gov.ph
cc: romeo.sanchez001@deped.gov.ph