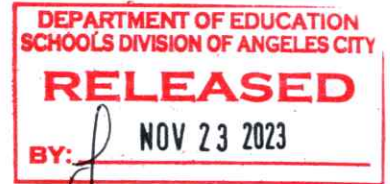




Republic of the Philippines  
**Department of Education**  
 Region III  
 Schools Division of Angeles City



November 23, 2023

DIVISION MEMORANDUM  
 NO. **421**, s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR  
 EDUCATION PROGRAM SUPERVISOR POSITION**

TO : Assistant Schools Division Superintendent  
 Chief SGOD and OIC-Chief CID  
 Officials OSDS, CID and SGOD  
 School Heads, Public Elementary, Secondary and Senior High School  
 All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Education Program Supervisor position is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	November 30, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	December 1, 2023	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		L & D

2. The CSC Qualification Standard and Job Description of the said position are stated below:

<b>POSITION PROFILE</b>	
Position Title: <b>Education Program Supervisor</b> (LRMDS)	Salary Grade: 22 Monthly Salary: P71,511.00
Station of Deployment: <b>Curriculum Implementation Division</b>	
<b>CSC QUALIFICATIONS:</b>	
Education:	Master's degree in Education or other relevant Master's degree with specific area of specialization.
Experience:	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training:	8 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
<b>JOB SUMMARY:</b>	
<input type="checkbox"/> To supervise the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use in the schools division so as to increase access to varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials)	
<input type="checkbox"/> To improve delivery of the basic education curriculum.	
<input type="checkbox"/> To provide technical assistance to the schools in the set-up, management, operations and maintenance of their Learning Resource Centers.	





Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City

**GENERAL DUTIES AND RESPONSIBILITIES:**

**LEARNING RESOURCE**

- Establish, supervise and coordinate the implementation of the LRMD of the schools division
- Coordinate the development (through the LR Development teams), production and distribution of learning resources for region-wide adoption
- Source, clear copyright as required for third party content, permissions and conditions of use.
- Evaluate, quality assure and approve localized learning resources for school's division use
- Manage the equitable distribution of learning resources in the schools division (including textbooks)
- Ensure compliance to LRMD policies, guidelines, standards in development, procurement, production and utilization of learning resources
- Conduct research on the utilization of learning resources to inform LR design, procurement, curriculum implementation, teaching, learning assessment and reporting

**UTILIZATION OF LRMD (TA on LR Management)**

- Assess situation and analyzes needs to identify gaps in schools capability to implement LRMD
- Prepares a learning resource technical assistance plan for each schools (with the help of the District TA teams)
- Coach Schools in implementing the plan to build their capability to implement the LRMD
- Monitor the Schools implementation and utilization of the LRMD

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant resource officer designated by the Head of Office;
- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
  - 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 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 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 of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the







Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**

attached form (Annex C), notarized by authorized official.

- k) Other documents as may be required by the HRMPSB 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 (i) is not relevant to the position to be filled, if applicable.

4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.

5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**

6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.

8. Immediate dissemination of this Memorandum is desired.

**RONALDO A. POZON PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference:

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

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/AOIV/November 23, 2023

