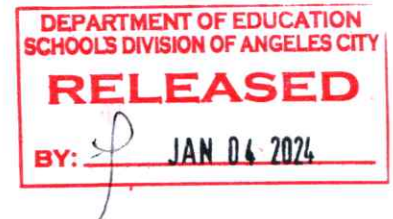




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



January 4, 2024

DIVISION MEMORANDUM
NO. **005** s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR
CHIEF EDUCATION PROGRAM SUPERVISOR (CID) 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 Chief Education Program Supervisor (CID) position is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Atten dees
Deadline of Submission	January 9, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	January 10, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	January 11, 2024		

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

POSITION PROFILE	
Position Title: Chief Education Program Supervisor (CID)	Salary Grade: 24 Monthly Salary: P90,078.00
Station of Deployment: Curriculum Implementation Division	
CSC QUALIFICATIONS:	
Education:	Master's degree in Education or other relevant Master's degree
Experience:	Four years relevant experience in management and supervision
Training:	24 hrs. training in management and supervision
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY:	
<input type="checkbox"/> To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources.	
<input type="checkbox"/> To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management.	
GENERAL DUTIES AND RESPONSIBILITIES:	
MANGEMENT OF CURRICULUM IMPLEMENTATION	
1. Provide technical Inputs to the Strategic Plan of the schools division (DEDP) based on M&E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the implementation t and delivery of the Basic Education Curriculum.	





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2. Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum.
3. Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.
4. Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.
5. Guide and provide technical inputs to HRD and CID teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum
6. Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding.
7. Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.
8. Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.

CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION

1. Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area
2. Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum
3. Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum.

LEARNING DELIVERY

1. Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.
2. Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.

LEARNING RESOURCE

1. Establish and sustain operations of the SDO Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).
2. Provide oversight to the development of Localized/indigenized learning materials for school division's use by the LR Development Teams.

LEARNING OUTCOMES ASSESSMENT

1. Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes
2. Submit to the Regional Director Policy recommendations related to improving learning outcome in the region.

SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES

1. Submits to regional management policy recommendations on curricular support activities for regional adoption.

RESEARCH

1. Review research findings and policy recommendation and provide directions in research utilization as well as research areas to pursue.

TECHNICAL ASSISTANCE

1. Lead the CID team in consolidating needs for technical assistance on Curriculum implementation for the schools division.
2. Presents to management periodic reports on the progress of technical assistance in:
 - Lowest performing districts and schools
 - Curriculum implementation and instructional delivery



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3. Submits to the schools division and regional management,, policy recommendations arising from reports of results evaluation of provision of technical assistance.

UNIT PERFORMANCE

1. Prepare and manage the budget for CIDs resource requirements and submits this to be part of the Regional Budget.
2. Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
3. Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
4. Submits M & E Report/ Results of CID Operations to inform management of progress.
5. Prepares and submits an Annual Procurement Plan of CID to schedule expense requirements.
6. Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.
7. Prepares and implements a Professional Development Plan for CID personnel
8. Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
9. Conducts regular CID Meetings for regular updates and work coordination.
10. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.

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



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- 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. 4: Criteria and Point System for Hiring and Promotion to Related 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/January 4, 2024



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