



DIVISION MEMORANDUM

No. 248 s.2020

TO:

Chief Education Supervisors
 Education Program Supervisors
 Elementary/Secondary School Heads
 Section Heads
 All Other Concerned

From:

DR. GORGONIO C. DIAZ JR., CESO V
 Schools Division Superintendent

Subject:

RANKING OF APPLICANTS FOR VACANT EDUCATION PROGRAM SUPERVISOR POSITION

Date:

December 1, 2020

1. This office announces the acceptance of application for Education Program Supervisor which will start on December 1 – 18, 2020 to be submitted to the Division HRMO.
2. Applicants must meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Education Program Supervisor	22	Master's degree in Education or other relevant Master's degree with specific area of specialization	3 years as Principal/Head Teacher/Master Teacher	40 hours of relevant training	RA 1080

3. Applicants shall submit in two (2) copies in two folders (**1 original/authenticated and 1 photocopied**) to the Office of the Assistant Schools Division Superintendent through the Human Resource Management Officer with all documentary requirements properly arranged in the following order:
 - i. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for
 - j. CSC Form 212 (revised 2017) properly completely filled-up with the latest passport pictures
 - k. Eligibility Rating / Certificate of Eligibility
 - l. Transcript of Records
 - m. Service Records/Certificate of Employment/Special Order of Assignment
 - n. Performance Ratings for the last 3 rating periods
 - o. Certificate of Trainings attendant/ relevant to the position being applied/certificate of specialized trainings
 - p. Certificates and other documents relevant to the position applied for claims of outstanding accomplishments.



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4. The schedule of the selection process is as follows:

Activities	Dates	Remarks
Acceptance of application	December 1 – 18, 2020	HRMPSB
Evaluation of documents	December 21 – 23, 2020	HRMPSB
Interview of applicants and open deliberation	January 7 – 8, 2021	HRMPSB
Finalization of rank list	January 12, 2020	HRMPSB

5. **Important reminder: Incomplete and late submission of documents shall no longer be entertained /accepted after the deadline.**

6. **Immediate dissemination of and compliance** with this Memorandum is desired.