

DepEd Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: SP No: 470  
DATE: 01 OCT 2024 TIME: 5:13



Republika ng Pilipinad  
**Kagawaran ng Edukasyon**  
REHIYON V – BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

October 1, 2024

**DIVISION MEMORANDUM**  
No. 470 s. 2024

**ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR RELATED-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent  
CID & SGOD Chief and Personnel  
OSDS Unit Heads and Personnel  
Elementary & Secondary School Heads  
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for related-teaching positions from **October 1, 2024** until **October 11, 2024**

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Education Program Supervisor (preferably with specialization in Araling Panlipunan)	Curriculum Implementation Division	1
Education Program Specialist II	Curriculum Implementation Division-Alternative Learning System	1
Senior Education Program Specialist	School Governance & Operations Division-School Management, Monitoring & Evaluation	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/EPSONlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office- Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color blue folder. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable). <i>The form may be downloaded at <a href="https://bit.ly/F212_PDS">bit.ly/F212_PDS</a> &amp; <a href="https://bit.ly/WES_PDS">bit.ly/WES_PDS</a></i>
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form <i>This form (Annex C) may be downloaded at <a href="https://bit.ly/Annex_C">bit.ly/Annex_C</a></i>
OTHER DOCUMENTS (Please refer to DepEd order No. 7, s. 2023 for the Means of Verification required)	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> <li>• Awards and Recognitions</li> <li>• Research and Innovation</li> <li>• Membership in National Technical Working Groups (TWGs) or Committees</li> <li>• Resource Speakership/Learning Facilitation</li> <li>• NEAP Accredited Learning Facilitator</li> </ul>
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> <li>• Action Plan approved by the Head of Office</li> <li>• Accomplishment Report verified by the Head of Office</li> <li>• Certification of the utilization/adoption signed by the Head of Office</li> </ul>





Republika ng Pilipinad  
**Kagawaran ng Edukasyon**  
 REHIYON V – BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

M	Application of Learning & Development, if any <ul style="list-style-type: none"> <li>• Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&amp;D intervention is aligned with the tasks of the applicants)</li> <li>• Action Plan/Re-Entry Action Plan</li> <li>• Accomplishment Report with a certification that the L&amp;D was used/adopted by the Office</li> </ul>
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6. Only the Application Letter, Omnibus Certification and Personal Data Sheet must be submitted in original forms.

7. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

8. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
October 2, 2024- (11:00-12:00AM)	Orientation of Applicants	Online <b>Note:</b> All interested qualified applicants shall request a link through this email: <a href="mailto:hrmorsp.ctd@deped.gov.ph">hrmorsp.ctd@deped.gov.ph</a>	HRMO	Interested Applicants
October 11, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
October 17-18, 2024 (8:00AM-5:00PM)	Initial evaluation of documents	Personnel Section	HRMO	
October 24, 2024	Written Test & Work Sample Test	SDO Terrace	HRMPSB Secretariat	Interested Applicants
October 28-30, 2024 (8:00AM-5:00PM)	Document Evaluation and Interview (Open Deliberation)	SDO Terrace	HRMPSB	Interested Applicants

9. The Criteria and Point System for Hiring and Promotion for Related-Teaching positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20

10. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training to be credited are those earned after the last promotion but within the last five (5) years.

11. Applicants who failed to submit complete mandatory documents on **October 11, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

12. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

13. Applicants will be notified through email on the Notice of Initial Evaluation Result whether Qualified and Disqualified.

14. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.



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**Kagawaran ng Edukasyon**  
 REHIYON V – BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

15. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

16. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

17. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

18. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):

Chairperson	SGOD Chief MARY JEAN S. ROMERO	
	Regular	Alternate
Members	AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE EPS AROLINE T. BORJA (for 2 <sup>nd</sup> level position) School Head or Chief of Division where the vacancy exist	AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA (for 2 <sup>nd</sup> level position) Alternate of School Head or Chief of Division where the vacancy exist

18. All expenses for this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

19. For information, immediate and wide dissemination, guidance and compliance.

**CECILE C. FERRO CESO VI**  
 Asst. Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent



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**Enclosure No. 1 to Division Memorandum No. 470 s. 2024**

Job Description – Ver. 2

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Education Program Supervisor	<b>Salary Grade</b>	22
<b>Parentetical Title</b>		<b>Governance Level</b>	School Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Curriculum Implementation Division
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
<ul style="list-style-type: none"> <li>To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.</li> <li>To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.</li> <li>(When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Masters degree in education or other relevant Masters degree with specific area of specialization		
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours training in management and supervision		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

SDO\_CIO\_Education Program Supervisor  
Page 1 of 3

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>MANAGEMENT OF CURRICULUM IMPLEMENTATION</b>	<ol style="list-style-type: none"> <li>Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>Develop together with School M&amp;E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.</li> <li>Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>Submit (together with School M&amp;E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ol>
<b>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</b>	<ol style="list-style-type: none"> <li>Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>Develop (with School M&amp;E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.</li> </ol>
<b>LEARNING DELIVERY</b>	<ol style="list-style-type: none"> <li>Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.</li> </ol>
<b>LEARNING RESOURCE</b>	<ol style="list-style-type: none"> <li>Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education</li> </ol>

SDO\_CIO\_Education Program Supervisor  
Page 2 of 3



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**Kagawaran ng Edukasyon**  
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**TANGGAPANG PANSANGAY NG CATANDUANES**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	curriculum 2. Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
<b>LEARNING OUTCOMES ASSESSMENT</b>	1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
<b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b>	1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. 2. Drafts policy recommendations on curricular support activities for regional adoption.
<b>RESEARCH</b>	1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
<b>TECHNICAL ASSISTANCE</b>	1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions 2. Coordinate with the PSDS to arrive at a technical assistance plan for each district. 3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery. 4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools 5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.





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 REHIYON V – BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education	Education Program Specialist II (Deployed for ALS)		
<b>Position Title</b>	Education Program Specialist II (Deployed for ALS)	<b>Salary Grade</b>	16
<b>Parentetical Title</b>		<b>Governance Level</b>	School Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	Curriculum Implementation Division
<b>Reports to</b>		<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
To provide basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree in Education or its Equivalent		
Experience	2 years experience in education, research, development, implementation or other relevant experience		
Eligibility	RA 1080(Career Service (Professional) Eligibility for Second Level Position		
Trainings	4 hours relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience	Highly developed interpersonal skills to be able to deal with a wide range of individuals from varied background  Creative/resourceful, Energetic Networking/Organizing, Advocacy & Social Mobilization Resource Generation		
Eligibility			
Trainings			

SDO\_CID\_Education Program Specialist II (for ALS)  
Page 1 of 2

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>LITERACY ASSESMENTS</b>	<ol style="list-style-type: none"> <li>1. Conduct a survey of household in the assigned community to identify members who are non-literate and are target participants for ALS program.</li> <li>2. Draw a literacy map to geographically illustrate location of non-literate members of the community and guide strategy for implementing ALS program.</li> <li>3. Conduct assessment and evaluation of participants to establish literacy level and assess progress.</li> </ol>
<b>LITERACY INTERVENTIONS</b>	<ol style="list-style-type: none"> <li>1. Design learning plan and developmental activities appropriate to the level of each ALS participant</li> <li>2. Implement learning sessions according to the rate of progress of participants and adjust activities to facilitate learning.</li> <li>3. Develop advocacy programs and materials for various education stakeholders (e.g LGU, families/parents, businesses) in the community to generate support for education.</li> </ol>



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**Kagawaran ng Edukasyon**  
 REHIYON V – BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

Job Description – Ver. 2

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education			
<b>Position Title</b>	Senior Education Program Specialist	<b>Salary Grade</b>	19
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	School Governance and Operations Division – School Management Monitoring and Evaluation
<b>Reports to</b>	Chief Education Supervisor	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Education Program Specialist II		
<b>JOB SUMMARY</b>			
<ul style="list-style-type: none"> <li>To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.</li> <li>To lead districts and schools/learning centers in the implementation of an M&amp;E system to monitor their progress.</li> </ul>			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job		
Experience	2 years experience in education, research, development, implementation, or other relevant experience		
Eligibility	8 hours of relevant training		
Trainings	RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

SDO-SGOD\_SMME\_SEPS  
Page 1 of 2

Job Description – Ver. 2

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Quality Management System	<ul style="list-style-type: none"> <li>Prepare and submit report of findings on implementation of quality assurance processes on:               <ul style="list-style-type: none"> <li>School Planning</li> <li>School Based Management</li> <li>Implementation of Programs &amp; Projects as basis for continuous improvement</li> </ul> </li> <li>Define the approach and methods to validate SDO report on Schools Achievements and Learning outcomes and submit report on findings.</li> <li>Monitor performance of the Schools Division along:               <ul style="list-style-type: none"> <li>TA to schools and LCs</li> <li>Equitable Distribution of educational resources to schools and LCs and submit reports to be able to identify areas for improvement.</li> </ul> </li> <li>Prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes and inputs to recognition</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>Design the approach and methods for gathering data and prepare a report on the monitoring and evaluation result of the implementation of Division assessment program aligned to national assessment framework</li> <li>Validate/ authenticate assessment strategies and tools for utilization by schools, in classrooms and learning centers and submit report to SDO management on its utilization and result of utilization.</li> <li>Prepare and submit report on assessment results for tracking learner progress and for grading purpose to establish validity and reliability of method.</li> <li>Conduct monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.</li> <li>Prepare and implement process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.</li> </ul>
School Compliance To Quality Standards (Public And Private)	<ul style="list-style-type: none"> <li>Information, Education and Advocacy Programs and Materials to Accreditation Standards</li> <li>Validated documents of schools requesting permit to operate</li> <li>Complete portfolio of documents of schools requesting to operate for submission to the regional office.</li> </ul>
Research And Development	<ul style="list-style-type: none"> <li>Conduct action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.</li> </ul>
Technical Assistance to Schools and Learning Center	<ul style="list-style-type: none"> <li>Provide Technical Assistance to schools and learning centers by responding to the identified needs on the above areas</li> </ul>

SDO-SGOD\_SMME\_SEPS  
Page 2 of 2



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