



Republic of the Philippines  
**Department of Education**  
 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

February 21, 2020

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads/TIC's
- Human Resource Merit Promotion & Selection Board
- Teaching Personnel
- All Other Concerned

**RELEASED**

DepEd Division Office of Catanduanes  
 RECORDS SECTION  
 Date: 02/21/2020  
 Time: 13:05  
 Initial/Signature: [Signature]

This is to announce the vacancy for Public Schools District Supervisor position. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

Criteria	Points
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (Reference: DepEd Order No. 26, s. 2016).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	2	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA1080 (Teacher)

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 or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."



Applicants should prepare **two (2) folders** with the following documents:

1<sup>st</sup> Folder:

1. Letter of Intent
2. Transcript of Records/Special Order
3. Updated Service Records
4. Latest Appointment
5. Certificate of relevant trainings/seminars attended
6. Certificate of Eligibility/Board Rating

2<sup>nd</sup> Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents (notarized)
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

**Pertinent documents (Folder 1 & 2) duly sealed in a long envelope** must be stamped "Received" at the Records Section (with name, school/district, contact number and position applied for) and be submitted at the Office of the Asst. Schools Division Superintendent not later than **March 2, 2020**. **No application documents will be accepted after the deadline.**

Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.

Documents in the first folder will be pre-evaluated by the Personnel Officer. Second folder will be opened on the day of evaluation.

For wide dissemination, guidance and compliance.

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Public Schools	11	1	Master's Degree	10 years	10-hour training	Eligible

**BARNILO E. DESPI,**  
Schools Division Superintendent