



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 12, s. 2021

**ANNOUNCING THE VACANT POSITION FOR
EDUCATION PROGRAM SUPERVISOR (EPS)**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the position of Education Program Supervisor (SG 22) with the following minimum qualification requirements:

<i>Education</i>	:	Master's Degree in Education or relevant Master's degree with specific area of specialization
<i>Experience</i>	:	2 years as Principal/Head Teacher/Master teacher
<i>Training</i>	:	8 hours relevant training
<i>Eligibility</i>	:	R.A. 1080 (Teacher)

2. Interested and qualified applicants are requested to submit written application supported by certified copies of the following papers to the Office of the Schools Division Superintendent, in one (1) folder on or before January 20, 2021 (additional documents after the said period shall no longer be entertained):

- a) Fully accomplished Personal Data Sheet (PDS)
- b) Approved Performance Rating (for the last 3 years)
- c) Service Record duly signed by the Administrative Officer V
- d) Certificate of Employment, or appointment or contract of service
- e) Certificate of eligibility/rating/license
- f) Outstanding Accomplishments



Address:Kagawasan Avenue, Capitol Area, Davao, Dumaguete City
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- Awards - the certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (for non-DepEd applicants)
 - Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)
 - Research and Development Project - must be approved by the Schools Division Superintendent
 - Publication - with analysis and must be educational
 - Consultancy/Resource Speaker - must be supported by any of the ff: memorandum, invitation letter, authority to travel, etc.
- g) Official Transcript of Records/Certificate of Complete Academic Requirements for Doctoral Degree duly certified by the school registrar;
- h) Certificate of Trainings/Seminars/Scholarship Grant Attended; and
- i) Other pertinent documents with table of contents and proper tabbings.

DepEd Order No. 66, s. 2007 shall be the basis for evaluation of these papers.

3. It is desired that this Memorandum be given widest dissemination.

Manly
SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent

SPI/FCL-NLR/AdS/LBY/jcadiente
 January 8, 2021



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