

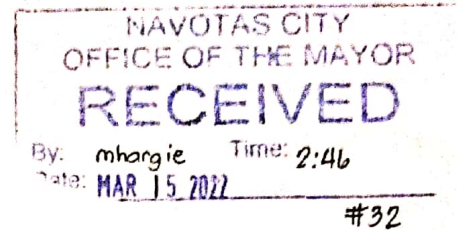


Republic of the Philippines  
**Department of Education**  
 National Capital Region  
 Schools Division Office of Navotas City

**Office of the Schools Division  
 Superintendent**

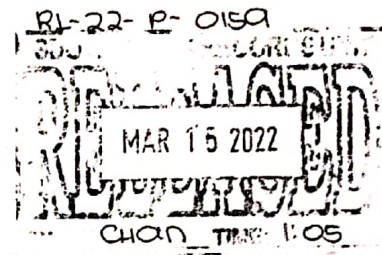
14 March 2022

**Honorable TOBIAS REYNALD M. TIANGCO**  
 City Mayor  
 Navotas City



Thru: **Public Information Office**

S I R:



Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated March 14, 2022 concerning the Hiring of Education Program Supervisor (T.L.E). May we request that you kindly post and disseminate this issuance in your City's official Facebook page, for your constituent's information.

For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at [elenor.robles@deped.gov.ph](mailto:elenor.robles@deped.gov.ph) or at 83555032.

Thank you and more power!

Very truly yours,

*Alejandro G. Ibañez*  
**ALEJANDRO G. IBÁÑEZ**  
 Schools Division Superintendent

Personnel/EPC



- ① Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen, Navotas City
- ② (02) 83555032, (02) 83327985
- ③ [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph) ④ <https://depednavotas.ph>



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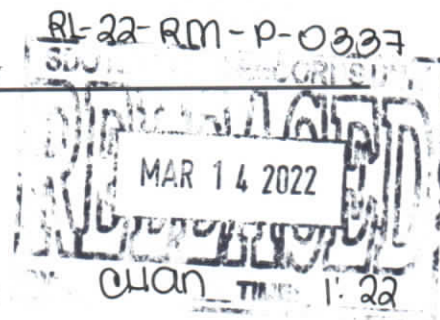
*Passion... Purpose... Productivity  
 Angat Pa, NAVOTAS!*





Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office of Navotas City

Office of the Schools Division  
Superintendent



**MEMORANDUM**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

FROM:   
**ALEJANDRO G. IBANEZ**  
Schools Division Superintendent

SUBJECT: **SCREENING/ EVALUATION FOR EDUCATION PROGRAM SUPERVISOR  
(Technology & Livelihood Education - TLE)**

Date: 14 March 2022

1. The field is hereby informed that the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for teaching-related position to fill up natural vacancy:

Position	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place of Assignment
Education Program Supervisor (T.L.E)	1	22	Php 69,963.00	CID

2. All interested in this position must be able to meet the Qualification Standards (QS) before they can be shortlisted and proceed with the application process:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor (T.L.E.)	Master's Degree in Educ. or other relevant Master's Degree with specific area of specialization	8 hours of relevant training;	2 years as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)

3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity



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expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the Equal Employment Opportunity Principle (EEOP).

4. Interested applicants must submit the following pertinent documents with tags/markers through the Records Section **on April 04, 2022, Monday**, and all **hard copies** of the documents to be submitted must also be submitted in clearly **scanned copies in PDF format**. These should be sent via email to [sdonavotas.personnel@deped.gov.ph](mailto:sdonavotas.personnel@deped.gov.ph) on or before the deadline date, for evaluation purposes:
- a. Letter of Intent addressed to the Schools Division Superintendent (Note: State the specific position being applied for.)
  - b. Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
  - c. Updated Service Record (Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
  - d. Photocopy of Academic Records duly authenticated by the college/ university last attended
    - Transcript of Records for holders of Bachelor's/ Master's or Doctorate degrees
    - Transcript of Records for holders Bachelor's degrees (other than BEED or BSE) and Transcript of Records for the 18 units of Certificate in Professional Education or its equivalent
    - Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
  - e. Photocopy of Professional Board Examination for Teachers (PBET) or Licensure Examination for Teachers (LET) rating
  - f. Photocopy of Performance Ratings for the last 3 rating periods prior to this application (Note: This should cover FY 2019, 2020 and 2021)
  - g. Certificate of trainings attended that are relevant to the position being applied for as Education Program Supervisor (T.L.E.) (for Qualification Standards- QS purposes)
  - h. Certificate of trainings conducted for **at least three days** and held within the **last five (5) years and after the last promotion**.
  - i. Certificate of specialized trainings attended (e.g. scholarship programs, short term courses, or local or foreign study grants)
  - j. Certificates of Outstanding Accomplishments (if any)
    - i. Outstanding Employee Awards
    - ii. Innovations
    - iii. Research & Development Project
    - iv. Publication/Authorship
    - v. Consultancy/Resource Speaker in Trainings/ Seminars/ Symposia
  - k. Omnibus Certification of Authenticity and Veracity of Documents (**see Annex A**).

The above-mentioned document in item **ii** Innovation must be duly authorized/approved by the proper school authorities and SDO officials concerned. Likewise, item **iv** of the Publication/ Authorship must have

accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

All hard copies of the documents to be submitted must also be submitted in clearly scanned copies in PDF format. In the event, there is discrepancy between hardcopy & scanned copy, the hard copy will prevail over the scanned copy.

5. **DepEd Order No. 117, s. 2021 & DepEd Order No. 66 s. 2007** shall be used as references in the screening and evaluation process.

6. The schedule of activities relative to the screening /evaluation for this position is as follows:

Date	Activities	Person or Committee In-Charge
March 14 to 31, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: <a href="https://depednavotas.ph/">https://depednavotas.ph/</a> ; <a href="https://www.facebook.com/Navotas.Division">https://www.facebook.com/Navotas.Division</a> ; <a href="https://www.facebook.com/depednavotashumanresource/">https://www.facebook.com/depednavotashumanresource/</a>	AO II ITO
March 14 to 31, 2022	Filling out of Google form at <a href="https://bit.ly/AprilVacancy1">https://bit.ly/AprilVacancy1</a> for the virtual orientation for interested applicants	Interested applicants
March 28, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message indicated in the PDS & google form)	AO II and HRMPSB
April 4, 2022	Deadline for the submission of application letter and supporting documents to the <b>Records Section of the Schools Division</b> Office of Navotas City and to email address <a href="mailto:sdonavotas.personnel@deped.gov.ph">sdonavotas.personnel@deped.gov.ph</a>	AO II
April 7, 2022	<b>Open ranking and interview of qualified applicants</b> *Finalization of the assessment of documents and results of the interview for conforme by the applicants	HRMPSB  HRMPSB Secretariat

7. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in item number 6 may be conducted virtually via google meet application.

8. Applicants must also submit their duly notarized Omnibus Certification of Authenticity and Veracity of Documents (**see Annex A**). Moreover, applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, any false and fraudulent document submitted shall be grounds for disqualification (**see Annex A**). Applicants must also prepare the original copies of their supporting documents listed in item number 4 should there be a need to present these to the HRMPSB. Applicants must also ensure that all their documents are accurate, complete, and updated as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents.

9. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.



10. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview. It is understood that applicants to this position are willing to be assigned where the vacancy exists.
11. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (**see Annex B**).
12. Applicants must also prepare the original copies of their supporting documents listed in item number 4 should there be a need to present these to the HRMPSB. Applicants must also ensure that all their documents are accurate, complete, and updated; as such, they must also submit their duly notarized Omnibus Certification of Authenticity and Veracity of Documents (see Annex A).
13. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at [elenor.robles@deped.gov.ph](mailto:elenor.robles@deped.gov.ph).
14. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC



## ANNEX A

### Omnibus Certification of Authenticity and Veracity of Documents

#### CERTIFICATION

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, Filipino and residing at \_\_\_\_\_, under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of a Education Program Supervisor applicant to the Department of Education, Division of Navotas City for CY 2022.

\_\_\_\_\_  
Applicant

**SUBSCRIBE AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
Tin \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book no. \_\_\_\_\_  
Series of \_\_\_\_\_

## ANNEX B

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

### AUTHORIZATION FOR BACKGROUND CHECK

I, \_\_\_\_\_, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Name & Signature of Employee

\_\_\_\_\_  
Date

## BACKGROUND INVESTIGATION (BI) FORM

<b>Applicant under BI</b> (To be filled out by the HRMO Officer)	<b>Respondent</b> (To be filled out by the Respondent)
<b>Name of Candidate:</b> <hr/>	<b>Name:</b> <hr/>
<b>Position being Applied for:</b> <hr/>	<b>Position:</b> <hr/>
<b>Level:</b> <hr/> <b>Salary Grade:</b> <hr/>	<b>Work relationship to the candidate:</b> (Please tick the appropriate box.) <input type="checkbox"/> Applicant's Supervisor/ Superior <input type="checkbox"/> Applicant's Peer <input type="checkbox"/> Applicant's Subordinate
<b>Current Position:</b> <hr/>	<b>Date:</b> <hr/>
<b>Station:</b> <hr/>	

Note to the Respondent: Your cooperation to provide your most honest assessment of the Candidate in terms of the following items is requested.

- |                              |                                   |
|------------------------------|-----------------------------------|
| <b>1 – Almost Never True</b> | <b>(0 – 24.99% of the time)</b>   |
| <b>2 – Usually Not True</b>  | <b>(25% - 49.99% of the time)</b> |
| <b>3 – Occasionally True</b> | <b>(50% - 69.99% of the time)</b> |
| <b>4 – Usually True</b>      | <b>(70% - 99.99% of the time)</b> |
| <b>5 – Always True</b>       | <b>(100% of the time)</b>         |

	The Candidate.....	1	2	3	4	5	Remark/s
1.	has unquestionable integrity						
2.	has a good disposition in life						
3.	gets easily frustrated						
4.	commands respect from his/her fellow worker						
5.	serves well that satisfy the office's clients						
6.	ask help from anyone in case he is not familiar with the task assigned to him/ her						
7.	is observed to be good team player						
8.	is a favorite teammate of everyone in the office						
9.	is almost always present to attend to his/ her duties in the office						
10.	honestly admits that he/she doesn't know everything about his/ her work						
11.	manifests the highest degree of dependability towards work						
12.	is observed to be perfectionist in his/ her work output						
13.	seldom has errors in his/her work output						
14.	is able to save office resources because his/her work output is always "almost perfect"						
15.	is almost always physically fit to perform his/her assigned task						
16.	acknowledges mistakes and/or criticisms						
17.	on-time in submitting work outputs						
18.	knows how to handle and diffuse tension or conflict among co-workers						
19.	is solution-oriented and initiates resolution of any concern or issue						
20.	displays innovativeness/ creativity in his/ her approach to work						



21.	presents a good example of being a leader and a follower						
22.	can work well independently or in teams and produce the desired output/						
23.	has high stress tolerance level						
24.	observes punctuality and extends time at work if needed						
25.	has a strong sense of responsibility and accountability						

Overall impression of the Candidate :

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***Thank you for your cooperation!***

<p>I attest to the fact that all the foregoing are based on the actual interview (face to face or telephone) with the respondent and that no part of this report has been disclosed unofficially with anyone and, that I shall maintain the confidentiality of all information gathered</p> <p>_____</p> <p><b>Background Investigation Officer</b></p>	<p>I certify that the foregoing are based on my personal knowledge about the Candidate and that I have reviewed all the contents of this report and found the same to be correct</p> <p>_____</p> <p><b>Respondent</b></p>
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 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 degree 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						

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>MANAGEMENT OF CURRICULUM IMPLEMENTATION</b>	<ol style="list-style-type: none"> <li>1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>2. 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>3. Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>4. Submit (together with School M&amp;E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>7. 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>1. 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>2. Develop (with School M&amp;E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>4. 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>1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>2. 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>1. 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>



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.