



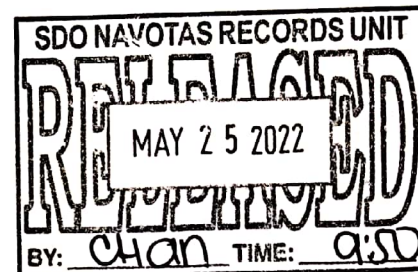
Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Navotas City

ICT

Office of the Schools Division  
Superintendent

24 May 2022

Honorable TOBIAS REYNALD M. TIANGCO  
City Mayor  
Navotas City



Thru: Information and Communications Technology Office

S I R:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated May 17, 2022 concerning the Hiring of Public Schools District Supervisor. May we request that you kindly post and disseminate this issuance in your City's official website 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. IBÁÑEZ  
Schools Division Superintendent



Personnel/CJME



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



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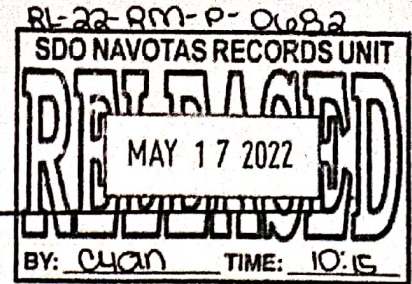
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Angat Pa, NAVOTAS!





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. IBAÑEZ**  
Schools Division Superintendent

SUBJECT: **SCREENING / EVALUATION FOR TEACHING-RELATED POSITION  
(CID) : PUBLIC SCHOOLS DISTRICT SUPERVISOR**

Date: 17 May 2022

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

Position/s	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place/s of Assignment & No. of Vacancy
Public Schools District Supervisor	1	22	Php 69,963.00	Curriculum Implementation Division (CID)

2. All interested in this position must be able to meet the Qualification Standards (QS) (see **Annex A: Qualification Standards**) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex B: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.
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 expression, civil status, disability, religion, ethnicity, or political affiliation. The



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Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.

4. All interested applicants shall submit the following documentary requirements (see **Annex B: List of Documentary Requirements**) with tags/markers through the Records Section **on June 10, 2022, Friday**, and all **hard copies** of the documents 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, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in item number 5. Previous applicants must still submit all the requirements in hard and soft copies.
5. DepEd Order No. 66 s. 2007 (For Teaching and Teaching-Related Group) shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants (see **Annex C: List of References**).
6. The schedule of activities relative to the screening /evaluation for teaching-related position (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
7. 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).
8. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC



## Annex A

### Qualification Standards (QS) for the PSDS position:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
<b>Public Schools District Supervisor</b>	Master's Degree in Education or other relevant Master's Degree	Sixteen (16) hours of relevant training	Five (5) years cumulative experience in instructional supervision and school management	RA 1081 (Teacher)

### JOB DESCRIPTION

#### Job Summary

This position shall provide schools with relevant & timely service through,

- The conduct of instructional supervision
- Provision of technical assistance in school management & curriculum implementation
- Establishing a conducive physical environment for learners & school workers
- Sustaining a strong & harmonious partnerships & collaboration among stakeholders in order to improve access to & delivery of quality basic education

KEY RESULT AREA/S	DUTIES & RESPONSIBILITIES
Instructional Supervision	Provide guidance & instructional supervision to school heads Observe & gather data on the strengths & competency (KSA) development needs of teachers & coach school heads Assess the situation of schools & identify actions needed to put in place an enabling environment
Technical Assistance in School Management	Provide technical assistance in the formulation of school plans (SIP) Monitor & evaluate school's implementation of their plans & submit report to SDS for feedback Coach & guide schools to effectively implement their programs Facilitate the conduct of orientation programs for newly hired teachers Collect & analyze accomplishment report of school heads
Monitoring & Evaluation	Conduct the monitoring & evaluation on the utilization & liquidation of SEF, MOOE & other funds Monitor SBM level of practice Monitor & evaluate private schools through ocular inspection as regards to permit to operate renewal of permit operation, permit for recognition, accreditation
Curriculum Development, Enrichment, & Localization	To provide feedback to management towards continuous enhancement of the curriculum
Learning Outcomes Assessment	Analyze performance gaps to pinpoint causes & possible interventions to close the gap Draft policy recommendations related to improving learning outcome
Research	Conduct an action research on curriculum implementation
Technical Assistance	Assesses the situation & analyzes the needs of school Coordinate with EPS concerned to provide technical assistance Submits the periodic report on the progress of the technical assistance being provided to schools Submits reports on the result of technical assistance & corresponding policy recommendations



## Annex B

### List of Documentary Requirements:

<b>a</b>	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
<b>b</b>	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
<b>c</b>	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.)
<b>d</b>	Photocopy of Academic Records/ Transcript of Records	holders of Bachelor's/ Master's or Doctorate degrees
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
<b>e</b>	Photocopy of Certificate of Eligibility	/ Rating/ License/ ID
<b>f</b>	Photocopy of Performance Ratings for the last 3 rating periods prior to this application	(Note: This should cover FY 2019, 2020 and 2021, if annual rating)
<b>g</b>	Photocopy of certificates of training attended	that are relevant to the position being applied for as PSDS (for Qualification Standards- QS purposes)
		conducted for <b>at least three days</b> and held within the <b>last five (5) years and after the last promotion (for Criteria proper)</b>
<b>h</b>	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
<b>i</b>	Photocopy of 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
<b>j</b>	Omnibus Sworn Statement	see <b>Annex F</b>
<b>k</b>	Checklist of Requirements	see <b>Annex G</b>
<b>l</b>	Waiver pursuant to the Background Investigation	see <b>Annex H</b>

The above-mentioned documents in item **i.ii** Innovation must be duly authorized/approved by the immediate chief and attested by authorized regional/ division official. Likewise, item **i.iv** (Publication/ Authorship) must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.



## ANNEX C

### List of references:

As per DepEd Order No. 66 s. 2007 (Teaching and Teaching-Related Group)

CRITERIA	POINTS
Performance *	35
Experience **	5
Outstanding Accomplishments *** (Meritorious Accomplishments)	20
Education ****	25
Training *****	5
Psycho-social attributes	5
Potential	5
TOTAL	100

The HRMPSB shall evaluate the applicants using the above-mentioned table and assign points under a particular criterion.

\* At least Very Satisfactory (VS)

\*\* Relevant to the duties & functions of the position to be filled

\*\*\* Outstanding employee award, innovations, research, publication or authorship & consultant or resource speaker

\*\*\*\* At least Complete Academic Requirements for Master's Degree

\*\*\*\*\* Participant in specialized training, participant in 3 or more training activities in each level (District, Division & Regional) conducted for at least 3 days not credited during the last promotion, participant in 1 training (National & International) conducted for at least 3 days not credited during the last promotion, and Chairman/ Co-chairman in a technical/ planning committee

## ANNEX D

### Timeline of Activities:

Date	Activities	Person or Committee In-Charge
May 16 to June 02, 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> ; <a href="https://www.facebook.com/navotenoako">https://www.facebook.com/navotenoako</a>	AO II, ITO
May 16 to June 02, 2022	Filling out of Google form at <a href="https://bit.ly/MayVacancy1">https://bit.ly/MayVacancy1</a> for the virtual orientation for interested applicants	Interested applicants
June 06, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	Interested applicants, AO II and HRMPSB
June 10, 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>	Interested applicants, AO II, Records Officer
June 15, 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	Interested applicants, HRMPSB  HRMPSB Secretariat