



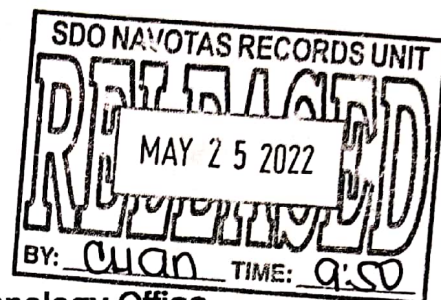
Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Navotas City

ICTO

Office of the Schools Division  
Superintendent

24 May 2022

Honorable TOBIAS REYNALD M. TIANGCO  
City Mayor  
Navotas City



Thru: Information and Communications Technology Office

SIR:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated May 24, 2022 concerning the Hiring of Education Program 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. IBAÑEZ  
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>

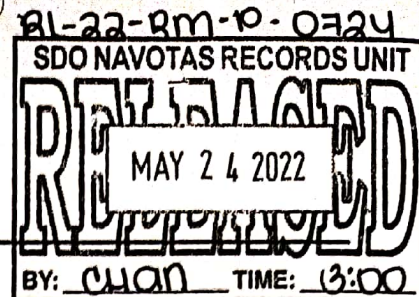


ISO Certified:  
9001:2015

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



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

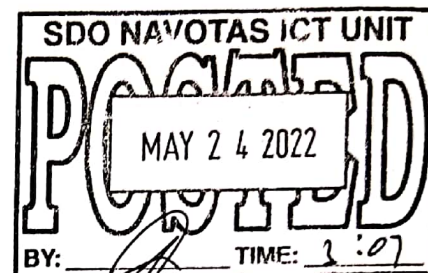


Office of the Schools Division  
Superintendent

MEMORANDUM

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

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



SUBJECT: **SCREENING/ EVALUATION FOR AN ANTICIPATED TEACHING-RELATED  
POSITION VACANCY (EDUCATION PROGRAM SUPERVISOR)**

Date: 24 May 2022

1. The field is hereby informed that the Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for non-teaching 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
<b>Education Program Supervisor</b> (LRMDS Manager, QA Coordinator)	1	22	Php 69,963.00	CID, Division Office

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



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



ISO Certified:  
9001:2015

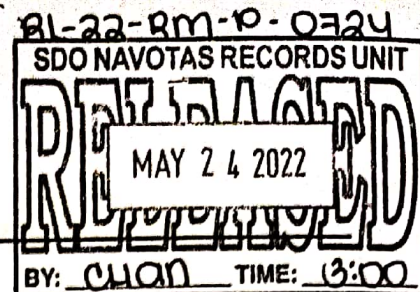
*Passion...Purpose...Productivity...  
Angat Pa, NAVOTAS!*





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

Office of the Schools Division  
Superintendent

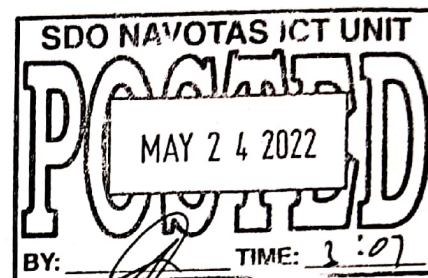


MEMORANDUM

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

FROM:

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



SUBJECT:

**SCREENING/ EVALUATION FOR AN ANTICIPATED TEACHING-RELATED  
POSITION VACANCY (EDUCATION PROGRAM SUPERVISOR)**

Date: 24 May 2022

- The field is hereby informed that the Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for non-teaching 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
<b>Education Program Supervisor</b>  (LRMDS Manager, QA Coordinator)	1	22	Php 69,963.00	CID, Division Office

- 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.
- The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply



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



ISO Certified:  
9001:2015

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



## Annex A

### Qualification Standards:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
<b>Education Program Supervisor</b> (LRMDS Manager, QA Coordinator)	Master's degree in education or other relevant Master's degree with specific area of specialization	Eight (8) hours of relevant training	Two (2) years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)

### JOB DESCRIPTION

#### Job Summary

This position shall supervise the development, production & distribution of all types of learning resources (printed, digital, multi-media, etc..) for use in the schools/ division so as to increase access to varied quality learning resources by intended users (i.e. teaching & learning resources & professional development materials);

To provide technical assistance to the schools in the set-up, management, operations & maintenance of their Learning Resource Centers;

To improve delivery of the basic education curriculum;

KEY RESULT AREA/S	DUTIES & RESPONSIBILITIES
LEARNING RESOURCE	<p>Establish, supervise &amp; coordinate the implementation of the LRMDC of the schools;</p> <p>Coordinate the development, production &amp; distribution of learning resources for region-wide adoption;</p> <p>Source, clear copy-right as required for third part content, permissions &amp; conditions of use;</p> <p>Evaluate, quality assure &amp; approve localized learning resources for school's division use</p> <p>Manage the equitable distribution of learning resources in the schools (including textbooks)</p> <p>Ensure compliance to LRMDS policies &amp; standards in development, procurement, production &amp; utilization of learning resources;</p> <p>Conduct research on the utilization of learning resources;</p>
UTILIZATION OF LRMDS (TA on LR Management)	<p>Assess situation &amp; analyzes needs to identify gaps in schools capability to implement LRMDS;</p> <p>Prepares a learning resource technical assistance plan for each schools;</p> <p>Coach schools in implementing the plan to build their capability to implement the LRMDS;</p> <p>Monitor the schools implementation &amp; utilization of the LRMDS;</p>

## ANNEX C

### List of reference/s:

As per DepEd Order No. 66 s. 2007 (teaching & Teaching-Related Position)

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

\* 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 three (3) or more training activities in each level (District, Division & Regional) conducted for at least three (3) days not credited during the last promotion,  
Participant in one (1) training (National & International) conducted for at least three (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 24 to June 20, 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 24 to June 20, 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 22, 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 27, 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
June 30, 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

## ANNEX F

### 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 Education Program Supervisor applicant to the Department of Education, Division of Navotas City for SY 2021-2022.

\_\_\_\_\_  
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 G

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Course: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		Status of Submission	Status of submission	Initial Screening	Release/ Return
		(To be filled-out by the applicant)	(To be filled-out by the Records)	by the HRMO	(To be filled-out by the Records)
1	Letter of Intent addressed to the Schools Division Superintendent				
2	Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017)				
3	Photocopy of Certificate of Eligibility/ Rating/ License/ ID				
4	Photocopy of updated Service Record/ Certificate of Employment/ Contract of Service, whichever is/ are available				
5	Photocopy of Certificates of Training, if applicable				
6	Photocopy of Academic record, e.g. TOR, including graduate/ post-graduate, if applicable				
7	Photocopy of Performance Ratings for the last 3 rating periods, if applicable				
8	Omnibus Sworn Statement				
9	Others (please specify)				
NAME & SIGNATURE OF THE PERSON IN CHARGE:					
DATE:					

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Schools Division Office of Navotas to use my personal information for purposes of recruitment, selection and hiring.

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date



## ANNEX H

(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