



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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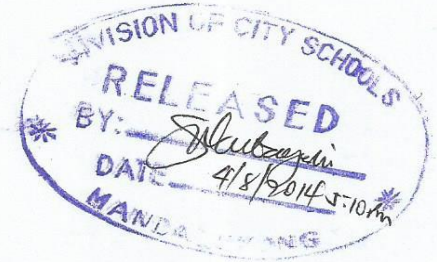


MEMORANDUM

Date : April 8, 2014

To : Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools

Subject : **RECRUITMENT FOR EDUCATION PROGRAM SUPERVISOR POSITIONS
IN THE DEPED-NATIONAL CAPITAL REGION**




Enclosed herewith is the copy of Unnumbered Memorandum from the Office of the OIC-Office of the Assistant Regional Director dated March 28, 2014 re: submission of paper documents of interested and qualified applicants for Education Program Supervisors in the DepEd-National Capital Region, for the information and guidance of the field.

Preferential attention is invited to paragraph 1 and its enclosure which contains the required documents to be submitted and its due deadline as well as the qualification standard for the aforementioned position.

Please be guided accordingly.

For the Schools Division Superintendent:


NERISSA L. LOSARIA
Assistant Schools Division Superintendent



Republika ng Pilipinas
 (Republic of the Philippines)
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT

RELEASED

March 28, 2014

By: _____

Date: _____

[Handwritten Signature]

Memorandum to:

Schools Division Superintendents
All Others Concerned

Please be informed that this Office is in need of Education Program Supervisors. In this connection, interested and qualified applicants should submit application together with the following documents for ranking purposes, to the Personnel Unit, this Region, not later than April 21, 2014:

1. Duly accomplished Form 212 (Personal Data Sheet)
2. Performance Ratings (last 3 rating periods prior to screening)
3. Updated Service Records
4. Outstanding Accomplishments:
 - a. Outstanding Employee Award
 - b. Innovation
 - c. Research & Development Project/s
 - d. Publication/Authorship
 - e. Consultant/Resource Speaker in Trainings/Seminars
5. Official Transcript of Records
6. PRC License/Eligibility
7. Certificates of seminars/trainings attended (conducted for at least 3-days not credited during last promotion)
8. Specialized Training e.g. scholarship programs/short courses/study grants

[Handwritten Signature]

PONCIANO A. MENGUITO
 Schools Division Superintendent
 OIC, Office of the Assistant Regional Director
 Officer-In-Charge

Incl.:
 Qualification Standard

#2821

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|--------------------------|-------|
| DIVISION OF CITY SCHOOLS | |
| RECEIVED | |
| By: <i>malou</i> | _____ |
| Date: 08 APR 2014 | _____ |
| Time: 8:41AM | _____ |
| MANDALUYONG | |

Premier region: home of world-class lifelong education

Inclosure to unnumbered Memorandum dated March 28, 2014

QUALIFICATION STANDARD:

EDUCATION REQUIREMENT : Master's degree in Education or other
Relevant Master's degree with specific
area of specialization

EXPERIENCE REQUIREMENT : 2 years as Principal or
2 years as Head Teacher or
2 years as Master Teacher

TRAINING REQUIREMENT: 8 hours of relevant trainings

ELIGIBILITY : R.A. 1080

In addition to the abovementioned qualification standard, applicants must be a computer literate (word & excel at least) and has a good command on oral and written english.