DIVISION MEMORANDUM

No. 092, s. 2019

To: OIC-Assistant Schools Division Superintendent/Chief Education Supervisor-CID
Chief Education Supervisors-SGOD
Elementary and Secondary School Principals/Officers In-Charge
Members, Human Resource Merit and Promotion Selection Board
Unit Heads
All Concerned

SUBMISSION OF DOCUMENTS AND SCREENING OF CANDIDATES FOR EDUCATION PROGRAM SUPERVISOR POSITION

1. The field is hereby informed that the conduct of evaluation/screening of applicants/candidates for the Education Program Supervisor’s position shall be on June 5, 2019. PSDS Office, 1st Floor. SDO Marikina.

Qualification Standards:

Education: Master’s Degree in Education or other relevant Master’s Degree with specific area of specialization
Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training: 8 hours of relevant training
Eligibility: RA 1080

2. Interested and qualified applicants should submit a letter of application to the Office of the Schools Division Superintendent, Attention: The Human Resource Management Officer, on or before May 31, 2019, with the following documents, arranged in accordance with the list below, fastened together (PLEASE DO NOT USE A SLIDER) in a clean, unmarked long Manila File folder, not plastic folders, (USE TAB/INDEX MAKER DIVIDERS for easy access and assessment) for evaluation and ranking purposes:

a. Application Letter
b. Recommendation Letter from the School Head, if applicable
c. Updated Service Record
d. Performance Ratings for the last 2 rating periods (SY 2016-2017 and SY 2017-2018)
e. Photocopy of PRC License
f. Transcript of Records

3. It is advised that all photocopied documents are certified true and correct by the School Head (if applicable). Original copies will be required on the actual day of ranking for validation by the HRMPSB.

4. Applicants are likewise reminded that failure to comply with the documents on or before the due date will no longer be accepted nor entertained.

5. It is desired that this Memorandum be disseminated to all concerned.

JOEL T. TORRECAMPO
Officer In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatay, Makakalikasan at Makabansa