



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

April 5, 2024

DIVISION MEMORANDUM

No. 198 s. 2024

**RECRUITMENT, EVALUATION AND SELECTION OF
VARIOUS POSITIONS IN THE SCHOOLS DIVISION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This office announces the recruitment, evaluation and selection of applicants for various positions listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria/evaluation sheet, and list of documentary requirements are found in Enclosure No. 2, 3 and 4 respectively.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.
5. Applicants are advised to submit two (2) sets of duly authenticated copies of required documents arranged and labelled accordingly (with proper tabbing) addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Attention: Ma. Sharon Barrientos, Administrative Officer IV (HRMO) on or before **April 24, 2024**.



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
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6. Qualified and motivated applicants shall submit the following documents, to wit;
- a. Letter of intent addressed to the Schools Division Superintendent, Miguel Mac D. Aposin EdD, CESO V;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Certified photocopy of valid and updated PRC License/ID;
 - d. Certified photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Certified photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Certified photocopy of Certificate/s of Trainings;
 - g. Certified photocopy of Certificate of Employment or duly signed Service Record;
 - h. Certified photocopy of latest appointment;
 - i. Certified photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission;
 - j. Certified photocopy of the approved proposals and completed Innovations, Research and other relevant programs, projects and activities which has/have the application of Education and application of Learning and Development conducted within the school, district, division, regional and national level;
 - k. Certified photocopies of the Certificate(s) of Recognition, Awards received or any other relevant Outstanding Accomplishments;
 - l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), subscribed before an officer authorized to administer the oath (*Enclosure No. 4*); and
 - m. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (i) is not relevant to the position to be filled.

6.1 The assessment for various positions shall be based on the following criteria per Enclosure No. 3 of DepEd Order No. 007 s. 2023;



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- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

Applicants who failed to submit the complete documentary requirements on the set deadline shall not be included in the pool of official applicants. No new or additional documents will be accepted after the deadline.

7. All applicants are required to register and encode pertinent information using the link (<https://bit.ly/JoinMeNonTeaching>). Upon registration, a confirmation message with a link will be shown in order to generate the **application code**. The unique application code will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
8. Applicants must bring their original documents during the evaluation for verification purposes and determination of the authenticity of all the documents presented.
9. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent documents submitted shall be a ground for disqualification.
10. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration which will be announced later. Applicants must bring their laptop and extension cord on this scheduled day.



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11. Open ranking will be conducted within three (3) days after the written examination. Applicants must present original copies of the required documents for verification.
12. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent


Encl.: As stated
Reference: DepEd Order (No. 39 s. 2007)
DepEd Order (No.007 s. 2023)

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION

PUBLICATION

RECRUITMENT



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POSITION	No. of Items	PLACE OF ASSIGNMENT
a. Head Teacher I	10	DepEd, Division of Capiz
b. Head Teacher II	4	DepEd, Division of Capiz
c. Head Teacher III	10	DepEd, Division of Capiz
d. School Principal I	6	DepEd, Division of Capiz
e. School Principal II	6	DepEd, Division of Capiz
f. School Principal III	3	DepEd, Division of Capiz
g. School Principal IV	3	DepEd, Division of Capiz
h. Education Program Supervisor (LR)	1	DepEd, Division of Capiz
i. Administrative Officer V (Administrative Office)	1	DepEd, Division of Capiz
j. Administrative Officer V (Budget Office)	1	DepEd, Division of Capiz
k. Senior Education Program Specialist (SGOD- Social Mobilization and Networking)	1	DepEd, Division of Capiz



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APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Experience	Training	Eligibility
a. Head Teacher I	14	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
b. Head Teacher II	15	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
c. Head Teacher III	16	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 year2; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
d. School Principal I	19	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
e. School Principal II	20	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units in management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)



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f. School Principal III	21	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units in management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
g. School Principal IV	22	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units in management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
h. Education Program Supervisor (LR)	22	Masters degree in education or other relevant degrees or Masters degree with a specific area of Specialization	At least 2 years experience as a Principal or Head Teacher or Master Teacher	8 hours of training in management and supervision	RA 1080 (Teacher)
i. Administrative Officer V (Administrative Office)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional Second Level Eligibility
j. Administrative Officer V (Budget Office)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional Second Level Eligibility
k. Senior Education Program Specialist (SGOD-Social Mobilization and Networking)	19	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years of experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position



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JOB SUMMARY

EDUCATION PROGRAM SUPERVISOR (LEARNING RESOURCES)

DepEd Education Program Supervisor (Salary Grade 22) provides 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.

Provide technical assistance to the Schools in the curriculum implementation, instructional supervision and learning materials development and quality assurance. When part of LR Design and Development Team, may be assigned as the Instructional Design and Development Coordinator.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
	Develop together with School M&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.
	Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.
	Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
	Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
	Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
	Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
	Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.



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	Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
	Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
LEARNING DELIVERY	Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.
	Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
LEARNING RESOURCE	Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
	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.
LEARNING OUTCOMES ASSESSMENT	Gather results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
	Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
	Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	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.
TECHNICAL ASSISTANCE	Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
	Coordinate with the PSDS to arrive at a technical assistance plan for each district.



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	Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.
	Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
	Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



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JOB SUMMARY

ADMINISTRATIVE OFFICER V (Administrative Office)

To supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the Schools Division Office towards enabling schools and learning centers provide accessible and quality and basic education.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Administrative Policies and Guidelines	<input type="checkbox"/> Implement Administrative guidelines and issuances from CO, RO and government oversight agencies and recommend other issuances and guidelines relevant to the SDO. <input type="checkbox"/> Monitor implementation of policies and guidelines issued on administrative matters
Personnel Administration	<input type="checkbox"/> Reviews, recommends for approval or approves documents by Personnel Unit in matters requiring his/her action (e.g. service records, Form 6&7, service records) <input type="checkbox"/> Review and recommends all pertinent personnel actions for the approval of the SDS <input type="checkbox"/> Sit as member of the PSB during deliberations and provides inputs related to CSC rules and regulations <input type="checkbox"/> Certify on the appointment papers that vacant positions have been published
Records Management	<input type="checkbox"/> Documents authenticated and verified reviewed and validated <input type="checkbox"/> Certifications validated <input type="checkbox"/> Annual and Administrative Reports <input type="checkbox"/> Process for Conduct of Annual Inventory of Records <input type="checkbox"/> Report on the Conduct of Annual Inventory of Records <input type="checkbox"/> Reviews and validates documents authenticated and verified by reviewing pertinent documents submitted by Records. <input type="checkbox"/> Validates and signs certifications issued by Records. <input type="checkbox"/> Reviews Annual and Administrative Reports submitted by Records and follows through recommendations. <input type="checkbox"/> Reviews process for Conduct of Annual Inventory of Records and monitors adherence to the process as well as evaluates findings and recommendations. <input type="checkbox"/> Presents to the SDO management "Report on the Conduct of Annual Inventory of Records" and follows through on recommendations.



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Cash Management	<input type="checkbox"/> Provide oversight on cash management functions <input type="checkbox"/> Review and approve reports on cash collection, disbursement and liquidation for submission to Accountant. <input type="checkbox"/> Review and approve advice of checks issued and cancelled for submission to the Bureau of the Treasury and Authorized Government Depository Bank
Supply and Procurement	<input type="checkbox"/> Reviews the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validates with budget. <input type="checkbox"/> Reviews Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed. <input type="checkbox"/> Reviews "Disposable Material Inventory and Inspection Report " and "Report of Waste Materials" by conducting ocular inspection of said materials for disposal to monitor proper disposal and accounting of such materials. <input type="checkbox"/> Conducts monitoring of equipment, materials and other issuances against Invoice Receipt of Property (IRP) .
Security and Custody of Properties	<input type="checkbox"/> Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO. <input type="checkbox"/> Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider. <input type="checkbox"/> Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation. <input type="checkbox"/> Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.) <input type="checkbox"/> Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.
Maintenance of SDO Grounds and Facilities	<input type="checkbox"/> Develop and implement SDO office configurations and utilization plans and initiate necessary constructions for the various offices in the SDO. <input type="checkbox"/> Initiate procurement of Janitorial Services for the SDO and monitor contract with service provider. <input type="checkbox"/> Develop and implement a cleanliness and maintenance plan for the SDO grounds and facilities and monitor implementation. <input type="checkbox"/> Monitor and ensure uninterrupted provision of all necessary utilities for the SDO (electricity, water, telephone, internet service, etc.)



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	<input type="checkbox"/> Develop and implement with management an SDO Facilities Improvement and Upgrading Plan to support the current and future needs of the SDO with regard buildings and facilities.
Administrative Services Performance	<input type="checkbox"/> Prepare and manage the budget for Administrative and submits this to be part of the Schools Division Budget. <input type="checkbox"/> Manage personnel work assignment to ensure equitable work distribution towards accomplishment of Administrative services goals and targets. <input type="checkbox"/> Integrate and submit accomplishment report of Admin. Services inform SDO management of progress, issues, and challenges for corrective action. <input type="checkbox"/> Conduct Performance Appraisal Feedback and Ratings on direct reports towards continuous improvement of performance. <input type="checkbox"/> Prepares and implements a Professional Development Plan for Administrative Services personnel <input type="checkbox"/> Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit. <input type="checkbox"/> Conducts regular Meetings of Administrative Services staff for regular updates and work coordination. Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems



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JOB SUMMARY

ADMINISTRATIVE OFFICER V (Budget Officer III)

To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budget Preparation	<ol style="list-style-type: none"> 1. Reviews and evaluates budget proposal submissions of the Schools Division, Schools and Learning Centers based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis a vis prior year's budget/appropriation to guide the SDO management in allocation and approval. 2. Prepares budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers 3. Attends budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation. 4. Reviews/Refines justifications for budget proposals to attain the required funds. 5. Implements needed budget revisions based on outcome of budget hearings 6. Reviews, computes, and prepares special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims 7. Answer communications pertaining to budget queries 8. Support the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team by providing inputs on budgeting considerations. 9. Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments o compute and provide inputs on the budgetary requirements of the Annual Plan 10. Provide technical inputs towards the equitable distribution of critical resources (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision.
Budget Execution	<ol style="list-style-type: none"> 1. Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan 2. Certifies availability of allotments, monitors and records expenditures in appropriate registries



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	<p>3. Coordinates with offices regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure</p> <p>4. Evaluates statement of allotment obligations and balances for decision-making purposes</p>
Budget Accountability and Reporting	<p>1. Assist in the preparation of the Budget Accountability Reports (BAR) together with the Planning Officer III</p> <p>2. Analyzes "Summary of Financial Reports" as to accuracy for submission to various agencies</p> <p>3. Evaluates financial performance in accordance with the approved AIP/Work and Financial Plan</p> <p>4. Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management</p>
Budget Systems Maintenance, Monitoring and Evaluation	<p>1. Recommends and prepares budget related guidelines and memorandums for approval and issuance of the SDS.</p> <p>2. Coordinates with various offices/project teams on the effective and uniform implementation of the budgetary controls systems</p> <p>3. Gathers information and feedback on the implementation of the budgeting system and prepares and submits findings and recommendations towards the improvement of the budgeting system</p>
Technical Assistance	<p>1. Gather data on needs and difficulties encountered by other personnel in the Division with regard to Budgeting. (Technical assistance needs)</p> <p>2. Provides technical assistance to School Heads and other Finance personnel of the Schools Division (Technical assistance interventions)</p> <p>3. Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school divisions management and personnel in preparing budgets following guidelines of DepED and other oversight agencies.</p>



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JOB SUMMARY
SENIOR EDUCATION PROGRAM SPECIALIST (Social Mobilization and Networking)
<ul style="list-style-type: none"> <input type="checkbox"/> To provide technical support in implementing quality management systems in the Schools Division Office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education. <input type="checkbox"/> To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Quality Management System	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and submit report of findings on implementation of quality assurance processes on: <ul style="list-style-type: none"> ✓ School Planning ✓ School Based Management ✓ Implementation of Programs & Projects as basis for continuous improvement <input type="checkbox"/> Define the approach and methods to validate SDO report on Schools Achievements and Learning outcomes and submit report on findings. <input type="checkbox"/> Monitor performance of the Schools Division along: <ul style="list-style-type: none"> ✓ <input type="checkbox"/> TA to schools and LCs ✓ Equitable Distribution of educational resources to schools and LCs and submit reports to be able to identify areas for improvement. <input type="checkbox"/> Prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes and inputs to recognition
Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Design the approach and methods for gathering data and prepare a report on the monitoring and evaluation result of the implementation of Division assessment program aligned to national assessment framework <input type="checkbox"/> Validate/ authenticate assessment strategies and tools for utilization by schools, in classrooms and learning centers and submit report to SDO management on its utilization and result of utilization. <input type="checkbox"/> Prepare and submit report on assessment results for tracking learner progress and for grading purpose to establish validity and reliability of method. <input type="checkbox"/> Conduct monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process. <input type="checkbox"/> Prepare and implement process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.



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School Compliance To Quality Standards (Public And Private)	<input type="checkbox"/> Information, Education and Advocacy Programs and Materials to Accreditation Standards <input type="checkbox"/> Validated documents of schools requesting permit to operate <input type="checkbox"/> Complete portfolio of documents of schools requesting to operate for submission to the regional office.
Research And Development	<input type="checkbox"/> Conduct action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
Technical Assistance to Schools and Learning Center	<input type="checkbox"/> Provide Technical Assistance to schools and learning centers by responding to the identified needs on the above areas



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POINT SYSTEM FOR EVALUATIVE ASSESSMENT

A. For Head Teachers and School Administrators

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	15
Total	100

B. Non-Teaching Personnel (SG 10-22)

Criteria	Breakdown of Points
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	20
Total	100



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied for: _____

Office of the Position Applied for: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Sole Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission (to be filled-out by the applicant. Check if applicable)	Verification (to be filled out by the HRMO/HR Office / Sub-committee)	
			Status of Submission (Check if complied)	Remarks
a	Letter of intent addressed to the Schools Division Superintendent			
b	Duly accomplished Personal data Sheet (PDS) (CS Form 212 Revised 2017) and worksheet			
c	Photocopy of valid and updated PRC License/ID			
d	Photocopy of Certificate of Eligibility/Report of Rating			
e	Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if applicable			
f	Photocopy of Certificate/s of Training, if applicable			
g	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h	Photocopy of latest appointment			
i	Photocopy of Performance Rating for the last 3 rating periods (at least VS)			
j	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Annex C) notarized officially			
k	Other documents as may be required for comparative assessment, as indicated in MEC Order No. 10, s. 1979			
	1. Copy of Teacher's Program showing number of minutes of regular teaching load			
	2. Copy of School Form-7 (for secondary only)			
	3. Copy of documents for the Creditable Points for LEADERSHIP, POTENTIAL, and ACCOMPLISHMENTS of Mater Teacher Position.			

Attested:

MA. SHARON S. BARRIENTOS

Administrative Officer IV / HRMO II

OMNIBUS SWORN STATEMENT**CERTIFICATION OF THE AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purpose relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8772 or the Electronic Commerce Act of 2000, (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.