



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

August 8, 2024

DIVISION MEMORANDUM

No. 447, s. 2024

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITION

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

1. Attached is Regional Memorandum No. 695, s. 2024 dated August 5, 2024 titled **Recruitment and Selection of Applicants for Vacant Position**.
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MACD. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects

APPOINTMENT

RECRUITMENT

HIRING

SELECTION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph
Website: <http://depdcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

AUG 05 2024

REGIONAL MEMORANDUM

No. 695 s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT
POSITION**

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the positions stated below:

POSITION	No. of Position	Office Assignments
Education Program Supervisor	1	Human Resource Development Division

2. The CSC Qualification Standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher or 2 years of relevant experience	RA 1080 (Teacher)

PS-RSJ-RM-Bulletin of Vacant Position_08-05-2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph





Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher or 2 years of relevant experience	RA 1080 (Teacher)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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 applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- 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, if applicable;

PS-RSJ-RM-Bulletin of Vacant Position_08-05-2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph





Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the document submitted and Data Privacy Consent Form pursuant to RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023
(Guidelines on Recruitment, Selection and Appointment), 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 the date of last issuance of appointment; and
 - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.
5. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	August 05-16, 2024
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	August 19-22, 2024
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	August 27, 2024
Evaluation and Deliberation	Office of the Assistant Regional Director/ Virtual	August 28-30, 2024
Systematic Assessment		
Interview of Applicants	Office of the Assistant Regional Director / Virtual	September 03, 2024

PS-RSJ-RM-Bulletin of Vacant Position_08-05-2024



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph






Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

Computer Skills Test / Written Examination	ICT/Admin Office /Virtual	
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	September 05, 2024
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	September 06, 2024
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	September 15, 2024

6. The applicants are reminded of the following:

1. Late submission of mandatory documents shall not be evaluated; and
2. No retrieval of folders will be allowed once stamped "Received" by the office.

7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: N o n e

Reference: as stated

To be indicated in the Perpetual Index

under the following subjects:

APPOINTMENT

HIRING

RECRUITMENT

SELECTION

PS-RSJ-RM-Bulletin of Vacant Position_08-05-2024



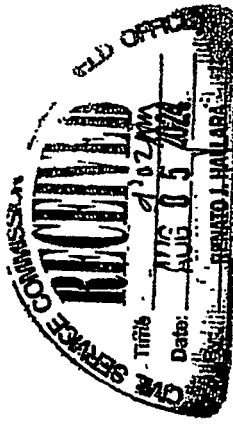
Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph





To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education, Regional Office VI, Western Visayas in the CSC website:



RAMIR B. UYTICO EDD, CESO III
Regional Director
Date: August 05, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Job/ Pay Grade	Qualification Standards			Eligibility	Competency	Place of Assignment
				Education	Training	Experience			
1	Education Program Supervisor	OSEC-DECSB-SPSVR-420027-2010	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher or 2 years of relevant experience	RA 10860 (Teacher)	NONE	Human Resource Development Division
<<< Nothing Follows >>>									

Interested and qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the vacancy exists. Applicants are advised to submit the following documents in three (3) copies, properly labeled per criterion, attach to the application letter and send to the address below not later than August 16, 2024.

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of school/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;
- Photocopy of Certificate of Training after the last promotion/appointment, if applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Performance
- 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, using the required form (Annex C of D.O. 007 s. 2023), notarized by authorized official; and
- Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment).

Note: 1. All applicants shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.
2. Applicants applying for any positions shall not be accepted.
3. Individuals who failed to submit mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
However, failure to submit the non-mandatory documentary requirements (Item k) shall not warrant exclusion from the pool of official applicants.
4. APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

In case of Community Quarantine / Health Protocols declaration by proper authorities due to COVID-19, QUALIFIED APPLICANTS are advised to send through e-mail their application letters with complete required documents to the emails stated below subject to submission (through any Courier) of hard copies before the set deadline, viz:

DR. RAMIR B. UYTICO, CESO III
Regional Director
region6@deped.gov.ph
cc: romeo.sanchez001@deped.gov.ph