



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

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March 11, 2025

**DIVISION MEMORANDUM**

No. 124, s. 2025

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR  
CHIEF EDUCATION SUPERVISOR POSITION**

To: OIC - Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
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 Chief Education Supervisor position listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria/evaluation sheet, and checklist 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 one (1) set of duly authenticated copies of required documents arranged and labelled accordingly (with proper tabbing) addressed to **ROEL F. BERMEJO**, Schools Division Superintendent,



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Attention: Darwin D. Brillo, Administrative Officer IV (HRMO II) on or before  
**March 25, 2025.**

6. Qualified and motivated applicants shall submit the following documents, to wit;
- a. Letter of intent addressed to the Schools Division Superintendent, Roel F. Bermejo;
  - 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.
7. The assessment for these positions shall be based on the criteria per Enclosure No.3 or 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.
8. 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.
9. Applicants must bring their original documents during the open ranking/validation process for verification purposes and determination of the authenticity of all the documents presented to be conducted within three (3) days after the written examination.
10. 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.
11. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>
13. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through email and/or messenger/text message which will be announced later. Applicants must bring their laptop, extension cord and own pocket or portable wi-fi on this scheduled day.
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14. 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.
15. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**

Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order (No.66 s. 2007)

DepEd Order (No.007 s. 2023)

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

EVALUATION

RANKING

RECRUITMENT

SELECTION



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Enclosure No. 1 to SDM 124, s. 2025

**Vacant Position**

POSITION	No. of Items	PLACE OF ASSIGNMENT
<b>Chief Education Supervisor</b> (Curriculum Implementation Division)	<b>1</b>	<b>Division of Capiz</b>



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Enclosure No. 2 to SDM 124 s. 2025

**APPROVED CSC QUALIFICATION STANDARD (QS)**

Position Title	SG	Education	Experience	Training	Eligibility
<b>CHIEF EDUCATION SUPERVISOR</b> (Curriculum Implementation Division)	<b>24</b>	Master's Degree in Education or other relevant master's degree	4 years relevant experience involving management and supervision	24 hours of training in management and supervision	PBET/ RA 1080/ Teacher





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Enclosure No. 3 to SDM 124 s. 2025

**POINT SYSTEM FOR EVALUATIVE ASSESSMENT**  
**(Related-Teaching Positions)**

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
<b>Total</b>	<b>100</b>

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person north Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Officer/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/ Report of Rating, if applicable			
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 / degrees, if available			
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, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMINUBUS SWORN STATEMENT

## CERTIFICATION OF 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 CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes 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 to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 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.