



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

26 Apr 2023

**DIVISION MEMORANDUM**

No. 225, s. 2023

**ANNOUNCEMENT OF VACANCY**

To : OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Others Concerned

1. This Office announces the vacancy for the following positions listed below. All qualified applicants are welcome to apply regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Education Program Supervisor (English)	OSEC-DECSB-EPSVR-270013-2016	22	P 71, 511.00	1	DepEd City Schools Division of Biñan (CID)
Public Schools District Supervisor	OSEC-DECSB-PSDS-270011-2016 OSEC-DECSB-PSDS-270008-2016	22	P 71, 511.00	2	DepEd City Schools Division of Biñan (CID)

2. The Qualification Standards (QS) of the said positions are as follows.

Position	Education	Experience	Training	Competency (if applicable)	Eligibility
Education Program Supervisor (English)	Master's degree in education or other relevant master's degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	N/A	R.A. 1080 (LET/PBET)



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Public Schools District Supervisor	Master's degree in education or other relevant master's degree	5 years cumulative experience in instructional supervision	16 hours of relevant training	N/A	R.A. 1080 (LET/PBET)
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3. Below are the duties and responsibilities of the abovementioned positions.

Position	Duties and Responsibilities
Education Program Supervisor (English)	<p><b>MANAGEMENT OF CURRICULUM IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>• Develop together with School M&amp;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.</li> <li>• Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>• Submit (together with School M&amp;E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement</li> <li>• Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement</li> <li>• Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>• Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.</li> </ul>



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## **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.
- 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.
- 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.



Public Schools District  
Supervisor

### **INSTRUCTIONAL SUPERVISION**

- Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.
- Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.
- Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.

### **TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT**

- Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing.
- Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.
- Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
- Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
- Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.



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## **MONITORING AND EVALUATION**

- Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools.
- Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
- Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.

## **CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION**

- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

## **LEARNING OUTCOMES ASSESSMENT**

- Gather results of assessment reports per district and per school, per subject area 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.

## **RESEARCH**

- Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and



recommendations for management action and policy formulation.

#### **TECHNICAL ASSISTANCE**

- Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions.
- Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
- Coach the school head in implementing interventions related to curriculum implementation 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.

4. All applicants are required to register through this link <http://bitly.ws/DwkQ> otherwise, application documents will not be accepted.

5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan on or before **May 5, 2023**, for evaluation of the Human Resource Merit Promotion and Selection Board (HRMPSB). Documents should be arranged and **properly labeled/ear tag** as follows:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (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 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 of Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
- j. Checklist of requirements and Omnibus Sworn Statement on the Certificate on the Authenticity and Veracity (CAV) of the documents submitted and data Privacy Consent Form



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- 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 Development reckoned from the date of last issuance of appointment.
  - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.
5. No additional documents shall be accepted after the set deadline.
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. Applicants may refer to **DepEd Order No. 007, s. 2023** (Enclosure No. 4) "*Criteria and Point System for Hiring and Promotion to Related Teaching Positions*" for the Criteria and Point System for Evaluative Assessment.
8. Immediate dissemination of this Memorandum is desired.



**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: Tentative Schedule of Selection Process  
Checklist of Requirements and Omnibus Sworn Statement  
Reference: DepEd Order No. 07, s. 2023

OSDS/PER / AMC / CBB / DM-Announcement of Vacancy  
/ 04/26/2023



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Enclosure:

### **TENTATIVE SCHEDULE OF SELECTION PROCESS**

<b>Date</b>	<b>Selection Activities</b>
May 8-9, 2023	Screening and shortlisting of qualified applicants
May 23, 2023	Schedule of Assessment, Interview/Written Examination, and Paper Evaluation
June 6, 2023	Posting of Registry of Qualified Applicants (RQA)

Please note that the schedules are subject to change due to availability of interviewers, special holidays and inclement weather. To confirm the schedule, please email us at [personnel.sdobinacity@deped.gov.ph](mailto:personnel.sdobinacity@deped.gov.ph)



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**CHECKLIST OF REQUIREMENTS**

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

Application Code: \_\_\_\_\_

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 Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resources 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 periods covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of requirements and Omnibus Sworn Statement on the Certificate 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 Accomplishment, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer**OMNIBUS 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 CONSENT**

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 be before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

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