



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

DEPARTMENT OF EDUCATION  
 Schools Division of Biñan City  
 RECORDS SECTION  
**RECEIVED**  
 JUN 09 2023  
 By: *[Signature]* 09:03 P

09 Jun 2023

**DIVISION MEMORANDUM**

No. 280, s. 2023

**ANNOUNCEMENT OF VACANCY**

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

1. This Office announces the vacancy for the position 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)

2. The Qualification Standards (QS) of the said position 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)



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
 Contact Nos.: (049) 547-0105 / (049) 530-1592 / (+63) 939-510-8779  
 Email Address: [deped.binacity@deped.gov.ph](mailto:deped.binacity@deped.gov.ph)  
 Website: [depedbinan.com.ph](http://depedbinan.com.ph)



Certificate No. PMP QMS  
 22 93 0085

3. Below are the duties and responsibilities of the abovementioned position.

Position	Duties and Responsibilities
<p style="text-align: center;"><b>Education Program Supervisor</b> (English)</p>	<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> <p><b>CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION</b></p> <ul style="list-style-type: none"> <li>• Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.</li> </ul>



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Certificate No. PMP QMS  
22 93 0083

- 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.



	<p><b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> <li>• Drafts policy recommendations on curricular support activities for regional adoption.</li> </ul> <p><b>RESEARCH</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>TECHNICAL ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.</li> <li>• Coordinate with the PSDS to arrive at a technical assistance plan for each district.</li> <li>• Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.</li> <li>• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.</li> <li>• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.</li> </ul>
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4. All applicants are required to register through this link <http://bitly.ws/DwkQ> otherwise, application documents will not be accepted.

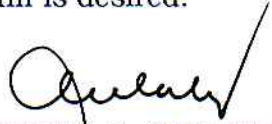
5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan on or before **June 26, 2023**, for evaluation of the Human Resource Merit Promotion and Selection Board (HRMPSB). Documents should be arranged, and **properly labeled/ear tag** as follows:



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- 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. General Weighted Average (GWA)
  - g. Photocopy of Certificate/s of Training, if applicable
  - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Service Record, whichever is/are applicable.
  - i. Photocopy of latest appointment, if applicable
  - j. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
  - k. 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
  - l. 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 (j) is not relevant to the position to be filled.
  - m. Photocopy of voter's ID and/or any proof of residency
6. No additional documents shall be accepted after the set deadline.
7. 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.
8. 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.
9. Immediate dissemination of this Memorandum is desired.

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

Encl: Tentative Schedule of Selection Process for EPS (English) Position  
 Checklist of Requirements and Omnibus Sworn Statement  
 Reference: DepEd Order No. 07, s. 2023

OSDS/PER / TGP / CBB / DM - Announcement of Vacancy  
 / 06/09/2023



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Enclosure:

**TENTATIVE SCHEDULE OF SELECTION PROCESS FOR EDUCATION PROGRAM  
SUPERVISOR (ENGLISH) POSITION**

<b>Date</b>	<b>Selection Activities</b>
June 27-28, 2023	Screening and shortlisting of qualified applicants
July 7, 2023	Initial Assessment of the documents of applicants by the Division Sub-Committee (DSC)
July 17, 2023	Review of the result of the initial assessment (HRMPSB)
July 27, 2023	Open Ranking
August 7, 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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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. General Weighted Average (GWA)			
g. Photocopy of Certificate/s of Training, if applicable			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. Photocopy of latest appointment, if applicable			
j. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable			
k. 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			
l. 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 (j) is not relevant to the position to be filled			
m. Photocopy of Voter's ID and/or any proof of residency			

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.

Subscribed and sworn to be before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Name and Signature of Applicant

_____ Person Administering Oath
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In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.