



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

August 7, 2024

**DIVISION MEMORANDUM**

**NO. 405 s. 2024**

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR EDUCATION PROGRAM SUPERVISOR (CID)**

To: OIC-Asst. Schools Division Superintendent  
 Chief, CID  
 Chief, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/Principal/TIC  
 All Others Concerned  
 This Division

1. Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **CSC Requirements**:

Vacant Position	: <b>EDUCATION PROGRAM SUPERVISOR</b>
Item Number	: OSEC-DECSB-EPSVR-570047-2010
Salary Grade	: 22
Education Requirements	: Master's degree in education or other relevant degree; Master's degree with specific area of specialization
Eligibility	: PBET/LET/RA 1080 Teacher
Experience	: At least 2 years as Principal or Head Teacher or Master Teacher
Training Requirements	: 8 hours of relevant training

**JOB DESCRIPTION:**

1. To provide 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.
  2. To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. (when part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.)
2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **AUGUST 21, 2024, 5:00 PM.**

- a. Letter of intent (addressed to the Schools Division Superintendent)
- 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

Department of Education  
 Division of Dapitan City  
**RELEASED**  
 NO. 405 DATE AUG 17 2024  
 TIME 9:53 BY



Sunset Boulevard, Dawo, 7101 Dapitan City  
 (065) 917-5113 dapitancity@deped.gov.ph  
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- 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 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, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements> )
- k. Other documents as may be required for comparative assessment  
Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and 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.

3. **Applicants are expected to :**

- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. For applicants who opt to send their application through email, you may send your application to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com), in a PDF file using this sample format: **DELACRUZ, JUAN\_AOII.**
5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007, s, 2023 for related-teaching** position.
6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.

**DANNY B. CORDOVA, EdD, CESO VI**  
Schools Division Superintendent



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