



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

Office of the Schools Division Superintendent

July 29, 2025

DIVISION MEMORANDUM

NO. 497 s. 2025

**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	: EDUCATION PROGRAM SUPERVISOR
Item Number	: OSEC-DECSB-EPSVR-570054-2010
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 training in management & supervision
Preferably	: ENGLISH Major

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



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- 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
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) 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 into a single PDF file to ensure efficiency and ease of processing.

Key Requirements:

- **One PDF File:** All necessary documents (e.g., cover letter, PDS, TOR, certificates, etc.) must be consolidated into one comprehensive PDF document.
- **Clear Naming Convention:** Please name your PDF file using a clear and identifiable format, such as: [fullname_position] (e.g.,: **DELACRUZ, JUAN_AOII**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].



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5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for teaching-related** positions.

6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/epsregform>, print out the registration form and checklist and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.**

For information and dissemination.

JAY S. MONTEALTO, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

