



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 18, 2021

DIVISION MEMORANDUM

No. 270 s. 2021

**ANNOUNCEMENT OF VACANCY FOR EDUCATION PROGRAM SUPERVISOR
POSITIONS IN MUSIC, ARTS, PHYSICAL EDUCATION AND HEALTH (MAPEH)
AND SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Secondary and Elementary School Principals/OICs
All Others Concerned

1. This is to announce the vacant Education Program Supervisor (EPS) position for MAPEH in the Curriculum Implementation Division (CID) of this Schools Division.
2. Enclosed in this Memorandum are the following:
 - 2.1 Preferred Qualification Standards
 - 2.2 Schedule of Recruitment and Selection Processes
 - 2.3 List of Documents to be submitted
 - 2.4 Composition of the Division HRMPSB
3. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
4. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/HRMPSB-CID





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Enclosure no. 1 to Division Memorandum no. 270 s. 2021

PREFERRED QUALIFICATION STANDARDS

AREA	QUALIFICATION
Education	Master's degree in MAPEH or any of the components of MAPEH
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Eligibility	RA 1080 (Teacher)
Training	8 hours of relevant training
Portfolio/Outstanding Accomplishments	Proven track record in the management of programs, projects, and activities (PPAs) in MAPEH such as proponent/overseer of trainings and competitions, monitoring, supervising, and providing technical assistance Knowledgeable on all the sub-components of MAPEH – Music, Arts, Physical Education/Sports and Health



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Enclosure no. 2 to Division Memorandum no. 270 s. 2021

SCHEDULE OF SELECTION PROCESS

Date	Activity
On or before November 25, 2021	Submission of Letter of Intent and photocopies of all documents on Qualification Standards
November 26, 2021	Evaluation of QS documents
November 29, 2021	Emailing of qualified applicants
December 6, 2021	Selection Process Venue: SDO Conference Hall Note: Applicants will bring the original copies of their documents on QS and accomplishments based on DepEd Order 66, s. 2009 (Related Teaching) on the day of the Open Ranking. 9:00 A.M – Orientation, Evaluation of documents and preparation of Comparative Assessment Results 11:00 A.M. – Interview 1:00 P.M. – Examination 4:00 P.M.– Announcement of Results
December 7, 2021	Background Investigation of the applicants included in the shortlist

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Enclosure no. 3 to Division Memorandum no. 276 s. 2021

LIST OF DOCUMENTS TO BE SUBMITTED

I. ON QS

- a. Letter of Intent
- b. Fully accomplished Personal Data Sheet (CSC Form 212, revised 2017)
- c. Transcript of Records (Bachelor's Degree and Master's degree)
- d. Certificates of employment or Service Record and latest appointment
- e. Certificates of participation to relevant trainings
- f. Certificate of eligibility/rating/license
- g. Performance rating for the last three rating periods (must be at least VS)

Note: Use a green folder with cover page (name of applicant)

II. CRITERIA BASED ON DEPED ORDER 66, S. 2007

- a. Performance Rating for the last three rating periods prior to the screening (should at least be very satisfactory)
- b. Certificates of Employment or Service Record (experience must be relevant to the position applied)
- c. Outstanding Accomplishments (Outstanding Employee Awards, Innovations, Research and Development Projects, Publication/Authorship, and Consultant/Resource Speakers in Trainings/Seminars/Workshops/Symposia)
- d. Transcript of Records (Bachelor's Degree and Post Graduate Studies, if any and (CHED certification for TORs from private schools)
- e. Certificates of participation in trainings

Note: Use green folders with cover page (name of candidate and criterion)

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Enclosure No. 4, to the Division Memorandum No. 276, s. 2021

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)
for CID**

Chairperson : ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent

Members : Dr. Gregorio C. Quinto, Jr.
CID Chief

Ms. Josefina S. Pedroche
OIC, Office of the Administrative Officer V

Ms. Victoria O. Madrigal
Administrative Officer IV, Personnel Unit

Mr. Marquez T. Cartel
PSDS, Paombong District
Former EPS for MAPEH

Secretariat : Ms. Crisanta Q. Alfonso
IT Staff: Mr. Justine SJ. Legaspi

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