



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

December 20, 2021

DIVISION MEMORANDUM

No. 303 s. 2021

**ANNOUNCEMENT OF VACANT PUBLIC SCHOOLS DISTRICT SUPERVISOR
(PSDS) ITEM 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 Public Schools District Supervisor position to be assigned at Calumpit South District.
2. Enclosed to this Memorandum are the following:
 - a. Enclosure 1 - Qualification Standards for PSDS
 - b. Enclosure 1 - Schedule of recruitment and selection
 - c. Enclosure 2 - List of documents to be submitted
 - d. Composition of the Division HRMPSB for CID
3. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/HRMPSB-CID/rtq



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Enclosure No. 1, to the Division Memorandum No. 303, s. 2021

**I. QUALIFICATION STANDARDS (QS) FOR POSITION OF PSDS
(SALARY GRADE 22)**

Education	Master's Degree in Education or other Master's Degree
Experience	Five (5) years cumulative experience in instructional supervision and school management
Training	Sixteen (16) hours of relevant training
Eligibility	RA 1080 (Teacher)

II. SCHEDULE OF SELECTION PROCESS

Date	Activity
On or before December 27, 2021	Submission of Letter of Intent and photocopies of all documents on Qualification Standards to the Records Unit or via courier
December 28, 2021	Preliminary evaluation on the qualification of all candidates
December 29, 2021	Emailing of all candidates on the result of the preliminary evaluation
January 4, 2022	Selection process (Examination, Interview, and Evaluation of Documents) Venue: SDO Conference Hall (Strict adherence to IATF health protocols) Note: Qualified applicants will bring the original copies of their documents using the worksheet on ranking based on DO 66, s.2007 as reference on this day of the selection process / open ranking
January 5, 2022	Background Investigation of the applicants included in the shortlist





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Enclosure No. 2, to the Division Memorandum No. 303, s. 2021

I. LIST OF CERTIFIED PHOTOCOPIES OF DOCUMENTS ON QUALIFICATION STANDARDS (QS) TO BE SUBMITTED BY INTERESTED APPLICANTS TO THE RECORDS UNIT OR THROUGH COURIER USING A GREEN FOLDER

- 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)

II. LIST OF ORIGINAL DOCUMENTS TO BE SUBMITTED BY QUALIFIED APPLICANTS USING A GREEN FOLDER

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





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Enclosure No. 3, to the Division Memorandum No. 303, s. 2021

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

Chairperson : Rowena T. Quiambao, CESE
Assistant Schools Division Superintendent

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

Josefina S. Pedroche
Administrative Officer V

Victoria O. Madrigal
Administrative Officer IV, Personnel Unit

Daniel V. Ortega, EDD
President, PSDS Association

Secretariat : Ms. Crisanta Alfonso

