



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

September 01, 2022

**DIVISION MEMORANDUM**

No. 318 s. 2022

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION PROGRAM SUPERVISOR AND  
EDUCATION PROGRAM SPECIALIST FOR ALS POSITIONS**

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 that the Division Open Ranking for two vacant Education Program Supervisors (EPSs) and Education Program Specialist II for ALS positions in the Curriculum Implementation Division (CID) of this Schools Division, shall be held on September 26, 2022, 8:30am at the SDO Bulacan Conference Hall.
2. The focus areas to be supervised by the EPSs are the following:
  - Edukasyon sa Pagpapakatao
  - Kindergarten
3. The SDO preferred Qualification Standards (QS) for the EPS position are as follows:

Area	Education	Experience	Training	Eligibility
EPS Edukasyon sa Pagpapakatao	Bachelor's degree major in Values Education/EsP/Religious Education/Psychology and Master's degree major in EsP/Educational Management/Psychology	2 yrs as Principal or 2 yrs as HT of EsP or 2 yrs MT in EsP	8 hours of training educational management and supervision	RA 1080 (Teacher)
EPS Kindergarten	Bachelor's degree, area of specialization or major in Kindergarten/Early Childhood Care (ECE) and Master's degree in Educational Management/Psychology	2 yrs as Principal or 2 yrs as HT or 2 yrs as MT (Elementary)	8 hours of training educational management and supervision	RA 1080 (Teacher)
EPS II for ALS	Bachelor's degree in Education or its equivalent; at least	5 yrs teaching in ALS as DALSC or Mobile Teacher	4 hrs relevant trainings in ALS Programs and	RA 1080 (Teacher)





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	completed academic requirements for Master's Degree		Projects in the Regional and/or National Level	
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Portfolio/Outstanding Accomplishments	
EPS - EsP	Has been involved in EsP curriculum development, assessment, monitoring and evaluation and teacher capacitation
EPS Kindergarten	Has been involved in division level preparations, implementation, monitoring and evaluation of kindergarten program, projects and activities.
EPS II for ALS	Has been involved in the preparation of ALS, PPAs, implementation and evaluation

4. Interested applicants are enjoined to submit to this Office or send through courier to the Records Unit, the photocopies of the following documents on or before September 13, 2022, Tuesday for initial evaluation:
- Letter of Intent
  - Fully accomplished Personal Data Sheet (CSC Form 212, revised 2017)
  - Transcript of Records (Bachelor's Degree and Master's degree)
  - Certificates of employment or Service Record and latest appointment
  - Certificates of participation to relevant trainings
  - Certificate of eligibility/rating/license
  - Performance rating for the last three rating periods (must be at least VS)
  - Omnibus Certification of Authenticity and Veracity of Documents
5. 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)
6. Attached are the enclosures for your reference:
- Enclosure No. 1 - Schedule of selection process  
Enclosure No. 2 - Composition of the HRMPSB
7. Wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD CESO V**  
Schools Division Superintendent





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Enclosure No. 1, to the Division Memorandum No. 318, s. 2022

**SCHEDULE OF SELECTION PROCESS**

Date	Activity
On or before September 21, 2022	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum to the Records Unit or via courier
September 22, 2022	Emailing of all candidates on the result of the preliminary evaluation
September 26, 2022	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results  Interview and Written Examination
September 27, 2022	Background Investigation of the applicants included in the shortlist



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Enclosure No. 2, to the Division Memorandum No. 318, s. 2022

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

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

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

Ms. Josefina S. Pedroche  
Administrative Officer V

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

Dr. Agnes Bernardo  
Incumbent In-Charge of EsP, Inclusive Education

Secretariat : Mr. Garry Salamat  
Ms. Karen Mineth Danganan



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