



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

DIVISION MEMORANDUM

No. 544 s. 2024

**DIVISION OPEN RANKING FOR THE VACANT CHIEF EDUCATION SUPERVISOR
POSITION IN SDO BULACAN**

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the Division Open Ranking for the vacant Chief Education Supervisor position of the School Governance and Operations Division (SGOD) of SDO Bulacan on the schedule hereto attached.
2. This activity aims to provide a list of qualified and interested applicants for the said position.
3. The Preferred Qualification Standards for the position are as follows”

Position/Salary Grade	Education	Experience	Training	Eligibility
Chief Education Program Supervisor/SG-24	Master's degree in education or other relevant Master's degree	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	RA 1080 (Teacher)

4. Enclosed to this Memorandum are the following:


- 4.1.1 Schedule of recruitment and selection
- 4.1.2 Special HRMPSB Composition
- 4.1.3 Duties and responsibilities for the position

5. This Office emphasizes the provision of equal 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.



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6. Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual budgeting and auditing rules.
7. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

November 22, 2024
HRMPSB/hr



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Enclosure No. 4.1.1 to the Division Memorandum No. s. 2024

SCHEDULE OF RECRUITMENT AND SELECTION PROCESS

DATE	ACTIVITY
December 09, 2024	Deadline of submission of documents on Qualification Standards through the Records Unit (Notarized Checklist of requirements)
December 10, 2024	Initial evaluation of documents on QS
December 11, 2024	Emailing of qualified applicants
Assessment of documents shall be based on DepEd Order No. 007, s. 2023	
December 12, 2024	Orientation Assessment of documents Oral Interview and Written Examination
December 13, 2024	Submission of CAR to the SDS



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Enclosure 4.1.2 to the Division Memorandum No. s. 224

Special HRMPSB Composition

Chair	-	MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent
Co-Chair	-	ATTY BRYAN M. SANTOS, CESE OIC, Asst. Schs. Div. Superintendent
Members	-	CECILIA S. CUSTODIO, PhD CID Chief JOSEFINA S. PEDROCHE Administrative Officer V VICTORIA O. MADRIGAL Administrative Officer IV
Secretariat		GARRY S. SALAMAT HANA M. HERNANDEZ



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Enclosure 4.1.3 to the Division Memorandum No. s. 2024

Duties and Responsibilities:

Key Results Areas	Duties and Responsibilities
Policies and Programs	<ul style="list-style-type: none"> • Submit to the Schools Division management, policy recommendations to improve the governance and operation of school and learning centers • Recommend plans and strategies towards efficient and effective governance and operations of schools and learning centers • Review and recommend for approval Concept Papers, Program and Project Proposals to respond to needs related to special programs, governance and operation by Schools and Learning Centers • Recommend to management, Schools Division initiated programs related to providing education support to schools and learning centers to respond to immediate needs of schools and learning centers • Present to management, status and progress reports of Schools Division initiated programs for management support and action.
Partners and Donors	<ul style="list-style-type: none"> • Review and evaluate partnership proposals to strengthen education support services and recommend to SDS, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners • Review and recommend to the SDS localized policies/standards for engaging educational partners that will protect DepEd interest and values • Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support
School Compliance to Quality Standards (Public and Private)	<ul style="list-style-type: none"> • Reviews documents submitted by schools requesting to operate to check for completeness before endorsement of SDS to the regional office
Research and Development	<ul style="list-style-type: none"> • Review research requirements arising from issues and challenges, M&E reports, etc and recommend to the division management, the strategic directions for the conduct of Action Research in the Division



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	<ul style="list-style-type: none">• Submit recommendations for policy issuances to support school governance based on results of Action Research
Technical Assistance	<ul style="list-style-type: none">• Ensure the provision of technical assistance to the schools by responding to the identified needs of the schools and learning centers in relation to governance and operations
Unit Performance	<ul style="list-style-type: none">• Prepare and manage the budget for Govt Operations' resource requirements and submits this to be part of the Schools Division Budget• Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets• Integrates and submits accomplishment report of the Gov Operations Division to inform SDO management of progress, issues, and challenges for corrective action.• Submits M&E Report/Results of SDO Operations to inform management of progress• Prepares and submits an Annual Procurement Plan of Gov & Opts to schedule expense requirements• Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance• Prepares and implements a Professional Development Plan for Gov & Operations personnel• Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit• Conducts regular Meetings of the Governance and Operations Division for regular updates and work coordination• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
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 deadline of submission, 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and 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			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.