



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY


OCT 25 2024

DIVISION MEMORANDUM
No. 688, s. 2024

VACANCIES AT DEPED RO VI

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is **Regional Memorandum No. 1040 s. 2024** dated October 23, 2024 announcing to the field the recruitment and selection of vacant items at DepEd Regional Office VI.
2. All interested are encouraged to apply and submit their documents based on the schedule stated.
3. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
4. Immediate and wide dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : As stated
Reference : As stated
Allotment : N/A
No. of Pages : _____
To be indicate in the **Perpetual Index** under the following subjects:

FN: NAbdan/ 10-25-24

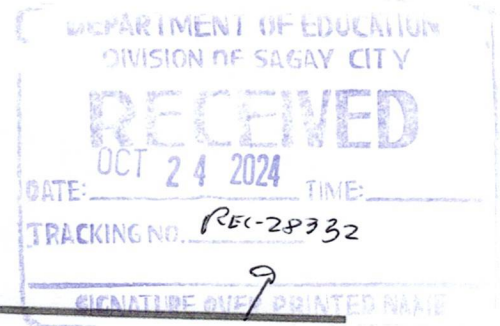
(Enclosure No. 1 to Division Memorandum No. _____, s. 2024)



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS



REGIONAL MEMORANDUM
 No. 1040 s. 2024

OCT 23 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION
 PROGRAM SUPERVISOR POSITIONS IN THE DEPARTMENT OF
 EDUCATION REGIONAL OFFICE VI**

To: Schools Division Superintendents
 Chiefs of Functional Divisions
 All Others Concerned

1. This Office announces the recruitment and selection of applicants for the positions stated below:

POSITION	No. of Position	Office Assignment
Education Program Supervisor	1	Curriculum and Learning Management Division
Education Program Supervisor	1	Field Technical Assistance Division

2. The CSC Qualification Standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149; 336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph



Certified to: PHPOMS
 2457404



Republic of the Philippines
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 REGION VI-WESTERN VISAYAS

3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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 applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Certificates of Training after the last promotion/appointment, if applicable;



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OFFICIAL ID: PPOBIS
 24530152



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- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 document submitted and Data Privacy Consent Form pursuant to RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
 - k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.
5. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	October 23, 2024 – November 4, 2024
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	November 7-8, 2024
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	November 11, 2024
Pre-Evaluation and Deliberation of the Results	Convergence Zone, Office of the Regional Director	November 14-15, 2024
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination	DepEd RO VI Studio (formerly La Carlota Room, 2 nd Floor RELC Dormitory, DepEd Regional Office VI	November 18, 2024
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	November 20, 2024



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CHECKLIST OF REQUIREMENTS

Annex C

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

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMCQ/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the 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 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			
k. Other documents as may be required for comparative assessment:			
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.



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

ICE COMMISSION (CSC)

I request the publication of the following vacant positions which are authorized to be filled at the Department of Education, Regional Office VI, Western Visayas in the CSC website.

DEPARTMENT OF EDUCATION
RECORDS SECTION - REGIONAL OFFICE NO. VI
RELEASED
23 OCT 2024
By: _____ Date: _____

Time 8:55 AM
Date OCT 23 2024
By: _____

[Signature]
RAMIR B. UYTICO EdD, CESO III
Regional Director

Date: October 23, 2024

Position Title (Technical Title, if applicable)	Plantilla Item No	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency	Place of Assignment
				Education	Training	Experience		
Program Supervisor	OSEC-DECSB-EPSVR-420012-2010	22	74,836.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	NONE	Curriculum and Learning Management Division
Program Supervisor	OSEC-DECSB-EPSVR-420032-2010	22	74,836.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	NONE	Field Technical Assistance Division
< Nothing Follows >>>								

and qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the applicants are advised to submit the following documents in three (3) copies, properly labeled per criterion, attach to the application letter and send to the address below not later than **November 4, 2024**, to the applicant addressed to the Head of Office:

- 1. Published and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath; of valid and updated PRC License/ID, if applicable;
- 2. Certificate of Eligibility/Rating, if applicable;
- 3. 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);
- 4. of Certificates of Training after the last promotion/appointment, if applicable;
- 5. of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- 6. of latest appointment, if applicable;
- 7. of Performance Rating in the last rating period covering one (1) year performance in the current latest position prior to the deadline of submission, if applicable;
- 8. of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173, using the required form of D.O. 007 s. 2023, notarized by authorized official, and documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment).
- 9. Applicants shall ensure **completeness and accuracy** of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground applicant(s) applying for **any positions** shall not be accepted
- 10. Individuals who failed to submit mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline
- 11. However, failure to submit the non-mandatory documentary requirements (Item k) shall not warrant exclusion from the pool of official applicants
- 12. **APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

Community Quarantine / Health Protocols declaration by proper authorities due to COVID-19. **QUALIFIED APPLICANTS** are advised to send through e-mail their application letters with complete required documents to the email: stated below on (through any Course) of hard copies before the set deadline. **12**

DR. RAMIR B. UYTICO, CESO III
Regional Director
region6@deped.gov.ph
cc: romelo.sanchez001@deped.gov.ph