



Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

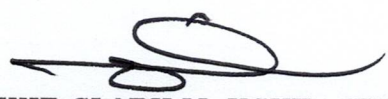
JAN 20 2025

DIVISION MEMORANDUM
No. 046, s. 2025

**EXTENSION OF THE FILING OF APPLICATION LETTER WITH COMPLETE
DOCUMENTARY REQUIREMENTS AS ADDENDUM AND CORRIGENDUM TO REGIONAL
MEMORANDUM NO. 1040, S. 2024 TITLED: "RECRUITMENT AND SELECTION OF
APPLICANTS FOR EDUCATION PROGRAM SUPERVISOR POSITIONS IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VI"**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Enclosed is a copy of Regional Memorandum No. 046, dated January 16, 2025, with the title "Extension of the Filing of Application Letter with Complete Documentary Requirements as Addendum and Corrigendum to Regional Memorandum No. 1040, s. 2024 Titled: "Recruitment and Selection of Applicants for Education Program Supervisor Positions in the Department of Education Regional Office VI".
2. Wide and immediate dissemination of this Memorandum is desired.
3. For your information and guidance.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



Enclosure : As stated
Reference :
Allotment : N/A
No. of Pages : 5

To be indicate in the **Perpetual Index** under the following subjects:

mst/OSDS **RECRUITMENT** **SELECTION** **PERSONNEL**



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Email Address: sagaycity001@deped.gov.ph



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

DEPARTMENT OF EDUCATION
DIVISION OF SAGAY CITY

RECEIVED

DATE: JAN 16 2025 TIME:

TRACKING NO. REC-31207

SIGNATURE OVER PRINTED NAME

REGIONAL MEMORANDUM

No. 046 s. 2024

JAN 16 2025

**EXTENSION OF THE FILING OF APPLICATION LETTER WITH COMPLETE
DOCUMENTARY REQUIREMENTS AS ADDENDUM AND CORRIGENDUM
TO REGIONAL MEMORANDUM NO. 1040, s. 2024 TITLED:
"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:

POSITIONS	No. of Positions	Office Assignment
Education Program Supervisor (Filipino)	1	CLMD
Education Program Supervisor (ALS)	1	FTAD/CLMD

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor (Filipino)	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 (ALS)	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)

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



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POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor (Filipino)	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 or Other Relevant Experience	RA 1080 (Teacher)
Education Program Supervisor (ALS)	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 or Other Relevant Experience	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;
- 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;
- Checklist of Requirements and Omnibus Sworn Statement on the



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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. Applicants who previously submitted their applications may update their application supporting documents by submitting additional documents not later than the date indicated in the timeline.

6. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Submission of Application Letter with Complete Supporting Documents	Records Section	January 16, 2025 – January 27, 2025
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	January 28, 2025
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	January 29, 2025
Pre-Evaluation and Deliberation of the Results	Convergence Zone, Office of the Regional Director	January 30, 2025
Systematic Assessment		
Behavioral Events Interview	DepEd RO VI Studio / Convergence Room	January 31, 2025
Computer Skills Test / Written Examination		
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	January 31, 2025



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Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	February 03, 2025
Posting of the Comparative Assessment Results (CAR)	Bulletin Board/Website and other conspicuous places	
Posting of Notice of Appointment Issued	Bulletin Board and other conspicuous places	February 04, 2025

7. The applicants are reminded of the following:
1. Late submission of mandatory documents shall not be evaluated.
 2. Documents submitted in less than three (3) copies shall not be evaluated; and
 3. No retrieval of folders will be allowed once stamped "Received" by the office.
8. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT

PROMOTION

RECRUITMENT

SELECTION

PS/RSJ/RM for Bulletin of Vacant Position_CLMD-EPS



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Website: region6.deped.gov.ph

