



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
www.depedmisor.net



(08822)724615, (088)8564454/ Fax (088)8564524

February 25, 2015

DIVISION MEMORANDUM
No. 51 s. 2015

**CONDUCT OF SELECTION FOR EDUCATION PROGRAM SUPERVISOR
FOR FILIPINO AND FOR MOTHER TONGUE BASED- MULTILINGUAL EDUCATION**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ IN-CHARGE
ELEMENTARY AND SECONDARY SCHOOL HEADS
This Division

1. Due to anticipated vacancy, this Office announces the Conduct of Selection for Qualified Applicants for Education Program Supervisor with Area Specialization in Filipino and Education Program Supervisor with expertise in Mother-Tongue Based-Multilingual Education, preferably with area if specialization in either English or Filipino.
2. The screening process shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "The Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.
3. The following are the qualification standards per DepEd Order No. 117, s. 2010:

Position Title	Education	Experience	Training	Eligibility
Education Program Supervisor SG 22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization In Filipino and in MTB-MLE	Two (2) years as: Principal, Head Teacher or Master Teacher	8 hours of relevant training	RA 1080 (Teacher)

4. The selected and appointed Education Program Supervisor shall be reporting to the Division Office as his/her official station and shall deliver the following functions covering the Basic Education (K to 12) in the whole Division of Misamis Oriental, as follows:

- a. Formulates plans and policies relative to assigned area of instruction;
- b. Supervises, coordinates and evaluates projects/programs and activities;
- c. Prepares and evaluates plans concerning the assigned area;
- d. Provides leadership in the effective use of techniques/strategies area of instruction;
- e. Develops and administers tests in pursuance of desired programs/outcomes to improve instruction in schools;
- f. Monitors classroom instruction and gives feedback for improvement;
- g. Initiates and coordinates in-service trainings in assigned field and serves as consultant or resource person in those activities;
- h. Supervises the aspects of assigned instructional programs;
- i. Prepares memoranda, bulletins, handbooks and reports on his assigned area;
- j. Assists in the implementation of laws, policies, plans, programs, rules and regulations pertaining curriculum, staff and school facilities development in the region, divisions and schools;
- k. Assists in the preparation , implementation and evaluation of plans, projects/programs and activities on curriculum development, improvement of teaching techniques and strategies and school facilities development in public and private schools;
- l. Provides guidelines on matters pertaining to curriculum, staff and school facilities development to division personnel;
- m. Participates in meetings as needed;
- n. Assists in the implementation of SIP and AIPs in schools;
- o. Provides technical assistance (field technical assistance) to school heads on instructional supervision and teachers on lesson planning;
- p. Conducts researches and studies and utilizes results to improve instruction in specific learning areas.

5. Interested and qualified applicants shall submit one folder of photocopied documents to the receiving section of this Office **on or before March 20, 2015** , as follows:

- a. Letter of Intent;
- b. Accomplished Form 212 with 2x2 ID picture;
- c. Latest Appointment;
- d. Performance Rating for the last three rating periods/ three semesters;
- e. Updated copy of service record;
- f. Transcript of records;
- g. Certificate of registration/ license;
- h. All available and eligible documents as stipulated in DepEd Order No. 66, s. 2007; and
- i. Omnibus certification of authenticity and veracity of all documents submitted.

6. Additional documents submitted after *March 20, 2015* shall never be accepted nor be given points during the deliberation process.

7. Applicants shall bring the original copies of the documents they have submitted for the deliberation, written exam and interview which schedule shall be announced later.

8. Only the qualified applicants who have submitted their pertinent documents as stated in paragraph 5 and who have attended the deliberation and interview as stated in paragraph 7 shall be included in the selection line-up.

9. There will be a meeting and preliminary evaluation of documents on *a date to be announced later* at the Office of the OIC-ASDS by the Division Personnel Selection Board which is composed of the following:

Chairman: JEAN G. VELOSO
OIC- ASDS

Members: ERLINDA G. DAEL
CID Chief Designate

BERNADETTE P. SAMACO
Administrative Officer V

MARIO T. ARROYO
Administrative Asst

MANOLITO V. SALE
MOPSTEA President

Secretariat: CLARIBEL S. RODRIGUEZ
Administrative Asst

10. Immediate dissemination of this Memorandum to all concerned is enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Division Superintendent

CLL/jgv

To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

SELECTION

PROMOTION