



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](http://www.depedmisor.net)  
(08822)724615, (088)8564454/ Fax (088)8564524



May 12, 2016

DIVISION MEMORANDUM  
No. 186 s. 2016

**CONDUCT OF SELECTION FOR EDUCATION PROGRAM SUPERVISOR  
FOR MATHEMATICS**

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

1. This Office announces the Conduct of Selection for Qualified Applicants for Education Program Supervisor with Area Specialization in Mathematics.
2. The screening process shall be in accordance 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 Mathematics	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 June 3, 2016**, 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. A certificate of participation to national/ international training must be supported with a certified copy of the **authority to travel**/ participate in said national/ international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points.

7. For a published article to be given due points, this Office requires the author to support it with his/her notarized sworn affidavit stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

8. The **cut-off date** of the Certificates of Participation to Training, Consultancy/ Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be on or before the date of the posting of this Division Memorandum.

9. Additional documents submitted after the deadline shall never be accepted nor be given points during the actual screening process.

10. Applicants shall bring the original copies of the documents they have submitted for the interview/ deliberation on a schedule which will be announced later.

11. Only the qualified applicants who can attend the interview/ deliberation on the above schedule shall be included in the selection line-up.

12. Additional documents submitted after the deadline shall never be accepted nor be given points during the deliberation process.

13. There he Division Personnel Selection Board shall be composed of the following:

Chairman: JEAN G. VELOSO  
Acting ASDS

Members: ERLINDA G. DAEL RUDY O. MAGDUGO  
CID Chief SGOD Chief

BERNADETTE P. SAMACO  
Administrative Officer V

MARIO T. ARROYO ASUNCION RAFOLS  
Administrative Asst MOPSTEA President

Secretariat: CLARIBEL S. RODRIGUEZ  
Administrative Assistant

14. 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