

Division Memorandum

No. 109, s. 2019

TO: All School Administrators & Master Teachers
 This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
 Schools Division Superintendent

SUBJECT: **ACCEPTANCE OF APPLICATION FOR THE POSITION OF EDUCATION
 PROGRAM SUPERVISOR IN LRMDs**

DATE: March 4, 2019

1. This division hereby announces the acceptance of application for the position of **EDUCATION PROGRAM SUPERVISOR (LRMDs)** with the following qualifications:

Position Title	SG	Education	Experience	Training	Eligibility
Education Program supervisor	22	Master's degree in education or other relevant degree with specific area of specialization	At least 2 years experience as Principal or Head Teacher or Master Teacher	8 hours of relevant training	RA 1080

2. Interested and qualified applicants should submit their application letter together with the required documents listed below to the Division Records Officer, Ms. Julita Mangata and to be turned-over to ASDS Jasmin R. Lacuna, the chair of the HRMPSB on or before March 7, 2019.
 - a. Personal Data Sheet (PDS CSC Revised 2017)
 - b. Official Transcript of Records with Certificate of Authentication and Verification (CAV) by CHED
 - c. Diploma
 - d. Service Record
 - e. Performance Rating for the last 3 rating periods
 - f. Certificate of Eligibility
 - g. Certificate of Trainings relevant to the vacant position (*only certificates not credited during the last promotion shall be attached*)
 - h. PRC license
 - i. Latest Appointment
 - j. Accomplishments
3. The above stated documents must be submitted/filed in one red folder. The front page must be labelled with the following information:
 - Name of Applicant
 - Current Position
 - Position Applied For



4. Those who are not qualified and folders submitted not in accordance with the prescribed procedure shall be excluded from the screening.
5. This Division emphasizes and abides by the equal opportunity principle in the selection, comparative assessment and hiring process. This is to underscore that all applicants are treated equally, equitably and fairly regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing, ethnicity and other attributes.
6. Immediate and wide dissemination of this memorandum is highly enjoined.

