



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

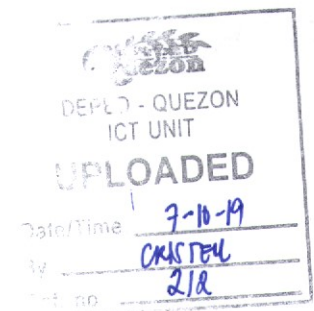
TO: Asst. Schools Division Superintendent, Office of the SDS, Curriculum Implementation Division, School Governance and Operations Division, Elementary and Secondary School Principals, Head Teachers, Teacher-In-Charge, Officer-In-Charge, All Division Office Personnel/Staff

FROM: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: **Notice of Vacancy**

DATE : July 09, 2019

Attached herewith is a NOTICE OF VACANCY of Chief Education Supervisor in the Regional Office IV-A CALABARZON, Cainta, Rizal for the information and guidance of all qualified interested applicants.



perdef09/07/2019

DEPEDQUEZON-TM-SDS-04-010-001

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)
Cell No: 09175824629



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DHS 232446



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Notice of Vacancy



DEPED-4A-RSP-22

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NOTICE OF VACANCY

July 3, 2019

- POSITION/Salary Grade (SG) :** CHIEF EDUCATION SUPERVISOR (CES)/SG 24
- Plantilla Item No. :** OSEC-DECSB-CES-270009-2015
OSEC-DECSB-CES-270011-2015
- Salary Per Month :** PhP83,406.00 (NBC 575)
- No. of Position/s and Place of Assignment :** 2 Positions – Quality Assurance Division (QAD) & Education Support Services Division (ESSD)


QUALIFICATION STANDARDS (QS)

- Education :** Master's degree in Education or other relevant Master's degree
- Experience :** 4 years relevant experience in management and supervision
- Training :** 24 hours training in management and supervision
- Eligibility :** R.A. 1080 (Teacher)


DUTIES AND RESPONSIBILITIES:

(1) CHIEF EDUCATION SUPERVISOR – QUALITY ASSURANCE DIVISION (QAD)

- Facilitates and coordinates the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for implementation of a Quality Management System (QMS), by engaging stakeholders in providing inputs for identifying the core areas for quality assurance to maintain its relevance to the context and needs of the region.
- Leads in installing the QMS and ensuring its maintenance and sustainability in the RO and SDO's through continuous monitoring and feedback to management.
- Leads in the finalization and issuance of regional guidelines/standards/tools in assessing performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers) to serve as basis for objectivity and fairness in performance assessment.
- Leads in forming functional QMS Teams by building capabilities and providing support mechanism to institutionalize transparency and accountability in the region and schools divisions.


PERSONNEL SECTION
RECEIVED
 Date: July 09 2019
 By: _____


SDS OFFICE
RECEIVED
 Date/Time: JUL 08 2019
 By: _____


DEPED - QUEZON
ICT UNIT
DOWNLOADED
 Date/Time: 7/8/2019
 By: CRISTEN



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- Leads the RO functional divisions in localizing the existing national standards as appropriate to the region and in disseminating them to the schools divisions.
- Leads the region in defining the standards and guidelines for quality assuring regional core processes.
- Coaches the team in the preparation of QMS Manuals and Guidelines and in making it accessible to various users and audiences in the region.
- Presents to the regional office management a quarterly report on the performance of RO divisions based on the result of a quarterly regional monitoring, evaluation, and adjustment activity (RMEA) – as basis for management action and regional plan adjustment of functional divisions/units.
- Presents to the regional management committee (RD and SDSs) a quarterly report of the performance of the schools divisions in the regional to assess progress towards regional goals.
- Presents to the regional management committee (RD and SDSs) semestral reports on performance of private schools in the region to assess compliance to educational quality standards.
- Leads the QAD team in monitoring, evaluating and assessing implementation of national and regional programs and projects in order to provide recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.
- Presents to the regional executive committee report on the annual performance of the region against education outcomes as basis for management action towards continuous improvement.
- Presents to the regional management committee (RD and SDS) an annual report on performance of schools divisions as basis for management action towards continuous improvement of education outcomes.
- Presents to the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges for appropriate regional policy implementation
- Presents to the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards to arrive at recommendations on further improving the quality of education in the region.
- Coaches QAD staff in conducting proper assessment of public and private schools (assigned to QAD member) by counter checking SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.
- Recommends to Regional Director, the establishment, separation, recognition, closure and accreditation of the public and private schools based on assessment of their compliance to requirements and standards of quality basic education for the RD.
- Leads in publishing and disseminating through various fora and media good practices on quality management from the region, schools divisions, public and private schools in order to increase learning and propagate good practices.
- Communicates M&E results to concerned RO functional divisions/units and schools division management teams and recommends policies for continuous improvement of the delivery of quality basic education



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- Participates in crafting the regional education plan (REDP) that will set the strategic directions of the region for a given period.
- Assists the Planning Division (PPRD) in the review and validation of the educational plans of the Schools Divisions (DEDP) to determine its alignment to the strategic directions of the region.
- Consolidates M&E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions to increase learning outcomes (in coordination with the FTAD)
- Facilitates the provision of technical assistance to the schools divisions by
 - Leading a team that will take care of the TA needs of a cluster of schools divisions
 - Responding to the identified needs of all the schools divisions in relation to utilization of M&E processes for bringing about quality education support and services.
- Prepares and manages the budget for QADs resource requirements and submits this to be part of the Regional Budget.
- Manages personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
- Submits M&E Reports/Results of QAD Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of QAD to schedule expense requirements.
- Conducts Performance Appraisal Feedback and Ratings on direct reports towards continue improvement of performance.
- Prepares and implements a Professional Development Plan for QAAD personnel
- Attends management and coordination meeting and conducts staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conducts regular QAAD Meetings for regular updates and work coordination.
- Cultivates a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.



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(1) CHIEF EDUCATION SUPERVISOR – EDUCATION SUPPORT SERVICES DIVISION (ESSD)

- Partners in education with MOA/MOU
- Localized policies/standards for engaging ESS partners
- Sustained relationships of partners for increased support to basic education
- Review and evaluate partnership proposals to strengthen education support services and recommend to the RD, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners.
- Review and recommend to the RD localized policies/standards for engaging ESS partners that will protect DepEd interest and values.
- Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.
- Ensure the provision of technical assistance to the schools division by:
 - Leading a team that will take care of the needs a cluster of schools division
 - Responding to the identified needs of all the schools divisions in relation to education support and services
- Prepare and manage the budget for ESSD's resource requirements and submits this to be part of the Regional Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
- Submits M&E Report/Results of ESSD Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of ESSD to schedule expense requirements.
- Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for ESSD personnel.
- Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conduct regular ESSD meetings for regular updates and work coordination.
- Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems.



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Interested applicants shall submit **documents with "ear tags"** following the **arrangements below:**

1. Letter of intent addressed to the Regional Director
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, i.e. PRC, CSC
4. Performance Ratings (duly signed) – 3 consecutive years (note: Summary of Ratings shall not be accepted)
5. Updated Service Record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO status
6. Outstanding Accomplishments (if any)
 - 6.1 Outstanding Employee Award/s
 - 6.2 Innovations
 - 6.3 Research and Development Projects
 - 6.4 Publication/Authorship
 - 6.5 Consultant/Resource Speaker in Trainings/Seminar
7. Transcript of Records (TOR), authenticated by the institution/university
8. Certificate of Training/s Attended (must be relevant to the position being applied, and not credited during the last promotion)
9. Latest approved appointment (if any)

Interested applicants are advised to hand-in or send through courier their application to:


CARLITO D. ROCAFORT

Director III

OIC, Office of the Regional Director

DepEd Region IV-A CALABARZON

Gate 2, Karangalan Village

1900 Cainta, Rizal



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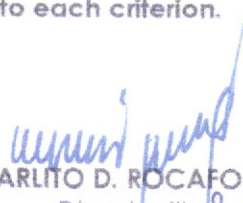
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The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.

Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification thru email address/cell phone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and the panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

Applications shall be accepted until July 23, 2019.

Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.


CARLITO D. ROCAFORT
 Director III
 Officer-In-Charge
 Office of the Regional Director
 06/27/19

NOTE: Only those applicants with complete requirements shall be entertained.

The Department of Education, Region IV-A CALABARZON adheres to the "Equal Employment Opportunity Principle (EEOP)". All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.