



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

03 March 2021

DIVISION MEMORANDUM

DM No. 097, s. 2021

CALL FOR APPLICATION FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

To: OIC-Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chaiman and Members
All Others Concerned

1. This office announces the opening of application for the position of Public Schools District Supervisor with the following Qualification Standards:

➤ **Public Schools District Supervisor (SG-22)**

- **Education:** Master's Degree in Education or other relevant Master's degree
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** 5 years cumulative experience in instructional supervision and school management
- **Training:** 16 hours of relevant training

PREFERRED ADDITIONAL REQUIREMENTS:

With experience in planning, developing and implement program/intervention pertaining to curriculum, Computer literate

2. Applicants must be willing to be designated to **far-flung and island municipalities** but may be transferred to any district within the division after 5 years as provided in DECS Order No. 7 s. 1999.
3. Applicants who have undergone the Open Ranking Procedure during the selection of PSDS for General Nakar may also apply but should submit letter of intent and update their previously submitted pertinent documents. They must indicate in the letter if they wish to undergo the same process or retain their previous scores. Letters of intent may be submitted via email at sdo.quezon.asds@deped.gov.ph.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Registration Number
QAC/REG/216



DEPED - QUEZON
ICT UNIT
UPLOADED

Date/Time: 3/3/2021

By: Rommel

Ref. no. DM 097, s. 2021



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

4. Applicants who will not be hired may still apply for the PSDS position in other districts once the division calls for the next application, but must submit letter of intent and other earned documents for updating purposes.
5. Interested and qualified applicants should signify their interest in writing and submit the following documents following the arrangement specified in DepEd Order No. 66, s. 2007.:
 - a. Letter of Intent addressed to the Schools Division Superintendent
 - b. Personal Data Sheet with Picture
 - c. Performance Rating (3 Consecutive Years)
 - d. Experience (Service Record or Certificate of Employment)
 - e. Outstanding Accomplishment (if any)
 - a. Outstanding Employee Awards
 - b. Innovations
 - c. Research
 - d. Publication
 - e. Consultant/Resource Speakership in Trainings and Seminars
 - For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the open ranking.
 - f. Education and Training (Latest Transcript of Records)
 - g. Certificates of Trainings attended
 - h. Certificate of Eligibility
6. Submit on or before **March 19, 2020 (Monday)** at the Records Section, Schools Division Office, Brgy. Talipan, Pagbilao, Quezon.
7. Posting and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

