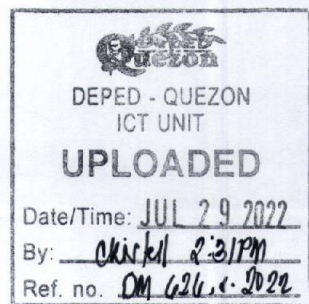




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2022

**DIVISION MEMORANDUM**  
DM No. 626, s. 2022

**CALL FOR APPLICATION FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
PSB – Chairman and Members  
Public Elementary and Secondary Schools  
All Others Concerned

1. This office announces the opening of application for the position of Public Schools District Supervisor(PSDS) 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. The official station of PSDS is at SDO Quezon in Pagbilao but may be assigned in any at the sub-offices located at Catanauan, Gumaca and Real to supervise far-flung and island municipalities.
3. Interested and qualified applicants should signify their interest in writing and submit the following documents following arrangement:
  - a. Letter of intent addressed to the Schools Division Superintendent
  - b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Performance Rating (3 Consecutive Years)
  - d. Photocopy of Service Record or Certificate of Employment, if applicable;
  - e. Outstanding Accomplishment (if any)

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





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1. Outstanding Employee Awards
  2. Innovations
  3. Research
  4. Publication
  5. 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. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - g. Photocopy of Certificates of Training attended
  - h. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - i. Ominibus Sworn Statement;
  - j. Other documents as may be required.
4. Interested applicants must submit their pertinent documents to the nearest Sub-Office (Real, Catanauan, Gumaca) and at the Division Office in Pagbilao, Quezon c/o the Records Section on or before **August 9, 2022**. Documents should be in **proper arrangement** and **properly labelled with ear tag** as stated in **item no. 4** of this memorandum. In addition, **no further documents shall be accepted after the deadline**. However, failure to submit the non-mandatory documentary requirements (item no. 2.j) shall not warrant exclusion from the pool of official applicants.
5. Posting and immediate dissemination of this Memorandum is desired.

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

Perajmo07/29/2022

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