



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

5 September 2024

DIVISIONAL MEMORANDUM

No. 256, s. 2024

CONDUCT OF SELECTION FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned
This Division

1. This Office calls for the submission of Applications for Public Schools District Supervisor (PSDS) position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines in Recruitment, Selection and Appointment in the Department of Education*”, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Public Schools District Supervisor (PSDS)	22	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and management	RA 1080 LET/PBET	Division Office

3. All interested applicants shall submit the following documentary requirements to this Division:
 - a. Letter of intent addressed to the Head of Office;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Authenticated copy of PRC License/ID, if applicable;



Address: IBJT Compound, Carangan, Ozamiz City
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- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

N.B. All documents prepared, endorsed and approved on any date after the posting of this memorandum shall not be credited. Hence, the applicant will not receive points on the concerned criterion.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Johnnel A. Guangco
	Anacleta A. Gacasan	
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila



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	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Elsa B. Buenavidez	Jasmine I. Gaogao
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
September 12, 2024	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
September 18, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
September 19-20, 2024	Initial Evaluation of Documents	HRMO
September 23- October 10, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
October 8, 2024	Background Investigation	HRMPSB Secretariat
October 14-18, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
October 21, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. Immediate dissemination and compliance of this Memorandum is enjoined.


NIMFA R. LAGO, PhD, CESO VI

Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:



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HIRING RECRUITMENT SELECTION
 AJS/DM – Conduct of Selection for Public Schools District Supervisor (PSDS)
 _____ /September 5, 2024

Enclosure No. 1 to Division Memorandum No. _____, s.2024

Table 1. Point System for Evaluative Assessment: Related-Teaching Positions

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG-27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	100	100

DepEd Public School District Supervisor Duties and Responsibilities

1	Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.
2	Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.
3	Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.



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4	Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing.
5	Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.
6	Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
7	Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
8	Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.
9	Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools.
10	Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
11	Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.



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12	Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.
13	Gather results of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
14	Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
15	Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
16	Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions.
17	Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
18	Coach the school head in implementing interventions related to curriculum implementation t and instructional delivery.
19	Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
20	Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



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