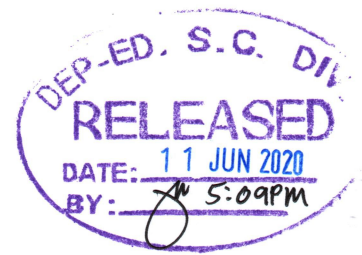




Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



June 10, 2020

DIVISION MEMORANDUM

No. AOV-39_____, s. 2020

ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Curriculum Implementation Division (CID)
School	: Not applicable

2.b POSITION PROFILE

Position Title	: EDUCATION PROGRAM SUPERVISOR (EPS)
Parentetical Title	: None
Plantilla Item No.	: OSEC-DECSB-EPSVR-1020013-2010

2.c COMPENSATION

Salary Grade	: 22	Monthly Salary	: PhP 66,867.00
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2.d BENEFITS

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement

2.e JOB DESCRIPTION

MANAGEMENT OF CURRICULUM IMPLEMENTATION
<ul style="list-style-type: none"> ➤ Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. ➤ Develop together with School M&E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations. ➤ Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.

KLG/fcc

06/10/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph

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2.e JOB DESCRIPTION

MANAGEMENT OF CURRICULUM IMPLEMENTATION

- Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
- Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
- Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
- Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION

- Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
- Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
- Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
- Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.

LEARNING DELIVERY

- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.

LEARNING RESOURCE

- Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
- Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

LEARNING OUTCOMES ASSESSMENT

- Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES

- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption

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2.e JOB DESCRIPTION

RESEARCH

- Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.

TECHNICAL ASSISTANCE

- Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
- Coordinate with the PSDS to arrive at a technical assistance plan for each district.
- Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

2.f QUALIFICATIONS

Education	: Master's Degree in Education or other relevant Master's Degree with specific area of specialization
Training	: Eight (8) hours (relevant)
Experience	: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Eligibility	: RA 1080 (Licensure Examination for Teacher)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

2.g DOCUMENTARY REQUIREMENTS

- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource Management Officer II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

2.h APPLICATION PROCESS

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at surigao.city.personnel@gmail.com.
- Deadline of submission is on or before **June 25, 2020**.

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3. Immediate dissemination of and strict compliance of this Memorandum is directed.


KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on June 10, 2020

To be indicated in the Perpetual Index
under the following subjects:

**HUMAN RESOURCE MANAGEMENT
JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

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