



A D V I S O R Y

September 30, 2019

ANNOUNCEMENT OF VACANCIES IN THE DEPED REGIONAL OFFICE NO. II

The DepED Regional Office No. II wishes to announce the publication of one (1) vacant **EDUCATION PROGRAM SUPERVISOR** position at the Policy, Planning and Research Division. Below are the minimum Qualification Standard requirements of the position for the information and guidance of all interested and qualified applicants:

<u>Position/Place of Assignment/Salary</u>	<u>Item No./SG</u>	<u>Education</u>	<u>Relevant Experience/s</u>	<u>Relevant Trainings</u>	<u>Eligibility</u>
Education Program Supervisor P 65,319.00 per month	OSEC-DECSB-EPSSVR-120067-2010 SG 22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)

DepEd RO2 practices the Equal Employment Opportunity Policy hence, interested applicants, regardless of gender, religion, ethnicity and persons with disabilities that meet the basic requirements may submit their letter of intent through email address: depedregion2.personnel@gmail.com and may **hand in** or **send through courier** their application portfolio, **properly labeled and with tabs, in five (5) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan**, not later than **October 21, 2019 (Monday)**, with the following order of supporting documents, viz:

1. Duly signed Letter of Intent;
2. Fully accomplished and duly subscribed Personal Data Sheet (PDS) CS Form No. 212 Revised 2017, including Work Experience Sheet with the recent passport-sized picture which can be downloaded at www.csc.gov.ph;
3. Photo copy of duly signed Performance Ratings (OPCR/IPCR) for the last three (3) rating periods, **CY 2018 as the latest**, from current/previous employer, if any;
4. Duly certified and updated Service Records/Certificate/s of Employment from current/previous employer/s, if any;
5. Proofs of Outstanding Accomplishments/Meritorious Accomplishments (if any);
 - Outstanding Employee Award/s (Certificate, Memo re: Conduct of the Search, Criteria for judging, other relevant documents regarding the search)
 - Innovations (Approval of the innovative project through channels, Abstract of the Project and Workplan conducted/implemented for a minimum of six-month period, Completion Report/Impact of the Workplan, MOVs)
 - Research and Development Projects (Approval thru channels, Research Proposal, Findings and Recommendations)
 - Publication/Authorship (educational articles (not news) published in newspapers/magazines of general circulation; books published with ISBN)
 - Consultancy/Resource Speakership in Trainings/Seminars (school/division/province/regional/national/international levels) with





supporting documents (such as invitation, Approved Special Order/Travel Order, Training Matrix, etc.)

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 EDUCATION PROGRAM SUPERVISOR**

6. Photocopy of authenticated and certified Transcript of Records (TOR)- College, Masteral Degree, Post Graduate Studies, (if any);
7. Photocopy of Certified and Authenticated Certificate/s of Rating/Eligibility (RA 1080) and License etc.;
8. Photocopy of Certificates of Participation to Trainings/ Seminars attended conducted for at least 3 days each with supporting documents (such Approved Travel Order, Legal basis for the travel, Re-entry Plan for international trainings;
 Other pertinent documents (if any);
 - i. For school/district /province/regional levels – 3 certificates of participation conducted for at least 3 days each training in the specific level.
 - ii. National/international levels – one (1) certificate conducted for at least 3 days will suffice
9. Other pertinent documents (if any) to support applicants' claim in No. 5 and 8;
10. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.


Please refer to the attached Qualification Standards required per position, for information and guidance.


ESTELA L. CARIÑO, EdD., CESO IV
 Director IV/Regional Director

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To: All Schools Division/City Superintendents
 All Chiefs of Divisions in the Regional Office
 This Region

You are hereby requested to post this Advisory in your bulletin boards for the information of all interested applicants.


ESTELA L. CARIÑO, EdD., CESO IV
 Director IV/Regional Director

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