


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

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Please post this Advisory in your websites/bulletin boards for the information of all interested applicants in your respective Divisions that meet the qualification standard requirements.

Thank you.

  
**JESSIE L. AMIN, CESO V**  
Director III/Asst. Regional Director

## ADVISORY

March 3, 2022

### Announcement of Vacancies in DepED Regional Office II

This Office wishes to announce the filling up of two (2) vacant **EDUCATION PROGRAM SUPERVISOR** positions at the **Quality Assurance Division (QAD)** and **Human Resource Development Division (HRDD)** with **Item Nos. EPSVR-120064-2010** and **EPSVR-120048-2010**, respectively. Below are the minimum Qualification Standard requirements of the positions for the information and guidance of all interested and qualified applicants:

#### Qualification Standards:

**Education:** Master's degree in Education or other relevant Master's degree with specific area of specialization  
**Relevant Experience:** 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher  
**Relevant Training:** 8 hours of relevant training  
**Eligibility:** RA 1080 (Teacher) PBET/LET

This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

Interested applicants may submit their **letters of intent** through email address: [personnel.region2@deped.gov.ph](mailto:personnel.region2@deped.gov.ph) and **personally hand in** or **send through courier** their **application portfolio, arranged and properly labelled, in two (2) copies**, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan not later than **March 11, 2022 (Friday)**. Below are lists of documents to be submitted for evaluation, if any, viz:

1. **Letter of Intent**, duly signed;
2. **Personal Data Sheet** (CS Form No. 212, Revised 2017), duly signed and certified including Work Experience Sheet, with recent passport-sized picture. Forms can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. **Performance ratings** (OPCR/IPCR for DepED Employees) for the **last three (3) rating periods, CY 2021 as the latest**;
4. **Service Records/Certificate/s of Employment**, updated and duly certified, from current/previous employer/s;
5. **Proofs of Outstanding Accomplishments/Meritorious Accomplishments**;

5.1 **Certificate of Recognition** for being an Outstanding Employee supported by relevant documents regarding the conduct of the Search;



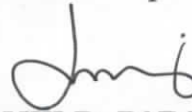
Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley

**ADVISORY**

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- 5.2 **Innovative Work Plan**, properly documented and duly approved thru channels, supported by the Abstract of the Project and completion report; Impact of the Workplan and other MOVs. Workplan must have been conducted/implemented for a minimum period of six months;
  - 5.3 **Research and Development Projects**, duly approved thru channels, supported by the abstract of the research project, the Research Proposal, Findings and Recommendations and other MOVs;
  - 5.4 Copy/ies of **published articles**, must be educational articles and not news, published in newspapers/magazines of wide/national circulation; For published books, it must be with ISBN;
  - 5.5 **Certificates of Recognition** as **Consultant/Resource Speaker** in Trainings/Seminars conducted in any of the following levels: school/division/province/regional/national/ international, supported by the following documents: Invitation, Approved Special Order/Travel Order, Training Matrix, Memorandum regarding the activity.
6. **Transcript of Records (TOR)**, authenticated and certified - Master's Degree/Doctoral Degree;
  7. **Certificate/s of Rating/Eligibility (RA 1080)** and **License**, duly certified and authenticated by the issuing agency;
  8. **Certificates of Participation** to Trainings/Seminars attended, with the following supporting documents: Approved Travel Order, Legal basis for the travel, Certificate of Participation, Re-entry Plan for International trainings, and other MOVs:
    - 8.1 **Three (3) certificates of participation** conducted for at least 3 days each training for trainings conducted in the school/division/province/regional levels;
    - 8.2 **One (1) certificate of participation** conducted for at least 3 days for trainings conducted in the national or international level.
  9. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.

  
f **BENJAMIN D. PARAGAS, PhD., CESO V**  
Director IV/Regional Director

Re: Vacant position-EPS-QAD & HRDD  
Per/jo

