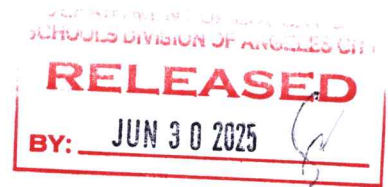




Republic of the Philippines  
**Department of Education**  
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



30 June 2025

DIVISION MEMORANDUM  
NO. **196**, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR  
PUBLIC SCHOOLS DISTRICT SUPERVISOR AND EDUCATION PROGRAM  
SUPERVISOR POSITIONS**

TO : Assistant Schools Division Superintendent  
Chief education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Public Schools District Supervisor and Education Program Supervisor positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	July 7, 2025	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	July 8-9, 2025	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	TBA		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: <b>Public Schools District Supervisor</b>	Salary Grade: 22 Monthly Salary: P78,162.00
Station of Deployment: Curriculum Implementation Division	
CSC QUALIFICATIONS:	
Education:	Master's degree in Education or other relevant Master's degree
Experience:	Five years cumulative experience in instructional supervision and school management
Training:	16 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher
<b>JOB SUMMARY:</b> To provide schools and learning centers in a district with relevant and timely service through: the conduct of instructional supervision provision of technical assistance in school management and curriculum implementation	



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☞ establishing a conducive physical environment for learners and school workers  
☞ sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Instructional Supervision
2. Technical Assistance in School Management
3. Monitoring and Evaluation
4. Curriculum Development, Enrichment, and Localization
5. Learning Outcomes Assessment
6. Research
7. Technical Assistance

**POSITION PROFILE**

Position Title: <b>Education Program Supervisor</b> (ENGLISH)	Salary Grade: 22 Monthly Salary: P78,162.00
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Station of Deployment: Curriculum Implementation Division

**CSC QUALIFICATIONS:**

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

**JOB SUMMARY:**

☞ To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.

☞ To provide technical assistance to the schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.

☞ When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Management of Curriculum Implementation
2. Curriculum Development, Enrichment, and Localization
3. Learning Delivery
4. Learning Resource
5. Learning Outcomes Assessment
6. Special Curricular Programs and Support Activities
7. Research
8. Technical Assistance



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3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.
4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**
5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **pink folder** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C Checklist of Requirements (downloadable), at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
6. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
9. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Reference: DO 7 s. 2023 ; DO 21 s. 2024

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

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/June 30, 2025



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