




Republic of the Philippines
Department of Education
 REGION IV MIMAROPA
 SCHOOLS DIVISION OF PALAWAN

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 438, s. 2022

TO : Officer-In-Charge – Asst. Schools Division Superintendents
 Chief Education Supervisors, CID & SGOD
 Division / District Supervisors / Coordinators
 Elementary & Secondary Principals / Officers-In-Charge
 All Others Concerned

FROM: 
ROGER F. CAPA, CESO VI
 Schools Division Superintendent
 Office of the Schools Division Superintendent

SUBJECT: OPENING OF CHIEF EDUCATION SUPERVISOR POSITION IN THE SCHOOLS DIVISION OF PALAWAN

DATE : November 07, 2022

1. This office announces to the field the opening of the following vacant position in SDO Palawan:

Position Title	Salary Grade	Educational Requirements	Experiences Requirements	Training Requirements	Eligibility Requirements
Chief Education Supervisor	24	Master's degree in Education or other relevant master's degree	4 years of relevant experience in management and supervision	24 hours of training in management and supervision	RA 1080 (Professional Teacher)

2. Interested applicants must submit their requirements arranged according to the list below:

- ✓ Letter of Application addressed to the Schools Division Superintendent
- ✓ Duly accomplished updated Personal Data Sheet (CS Form 212) with work experience sheet
- ✓ Transcript of Records – (Certified true copy of Baccalaureate and graduate studies)
- ✓ Updated Service Records (or Certificate of Employment from Private Sector)
- ✓ Performance Ratings (for the last three rating periods)
- ✓ Certificates / Proofs of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia)
- ✓ Certificate of Relevant Specialized Trainings
- ✓ Unexpired PRC License





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Note:

- **Bring original documents for the validation of photocopies.**
 - **Applicants who failed to meet the Entry Requirements need not apply.**
 - **The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the positions. There shall be no discrimination in the selection of employees on the account of gender, civil status, disability, religion or political affiliation.**
3. Deadline of submission shall be on or before **November 14, 2022** to the Office of the Schools Division Superintendent or via this email: hrmo.palawan@deped.gov.ph. **No papers shall be accepted after the deadline set and application with incomplete documents shall not be entertained.**
 4. The Division HRMO shall perform the evaluation as to completeness and veracity of the submitted documents and qualifications of the applicants and shall prepare the matrix indicating the qualifications of each participant after the deadline of submission.
 5. Schedule of Interview is on **November 22, 2022, Tuesday** at 9:00 o'clock in the morning via Microsoft Teams through the link that will be sent via email of shortlisted applicant/s.
 6. Immediate dissemination of this Memorandum to all concerned is desired.

References: DepEd Order No.66, s.2007
DepEd Order No.42, s.2007

To be indicated in the Perpetual of Index
Under the following subjects:

Evaluation	Recruitment
Selection	Hiring

