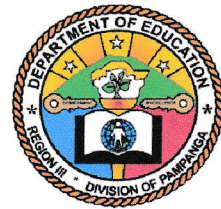




Department of Education
Region III

DIVISION OF PAMPANGA

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MEMORANDUM NO. 256s. 2018

TO: ASDSs/Chiefs/ EPSs/PSDSs/School Principals/OICs /Teaching and Non-teaching Personnel/Others Concerned
FROM: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
SUBJECT: **SUBMISSION OF PERTINENT DOCUMENTS OF ASPIRANTS TO PUBLIC SCHOOLS DISTRICT SUPERVISOR POSITIONS**
DATE: June 25, 2018

1. This is to announce the submission of pertinent documents to Public Schools District Supervisor. The Qualification Standards of the said position is indicated in the table below.

QUALIFICATION STANDARDS (DO No. 26 s.2016)	
A. Public Schools District Supervisor / SG 22	
B. CSC Prescribed Qualifications	
Education	Master's Degree in Education or other relevant Master's Degree
Experience	Five years of cumulative experience in instructional supervision and school management
Eligibility	RA 1080 (Teacher)
Trainings	16 hours of relevant training

2. Interested applicants are advised to submit the pertinent documents to the Records Unit, Attention: HRMO.

Aspirants must take note of the following schedule:

Activities	Date	Time	Venue
1. Deadline of Submission	July 31, 2018	8:00 a.m. – 5:00 p.m.	Records Unit
2. Pre-assessment	August 9, 2018	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
3. Interview and Examination	August 16, 2018	9:00 a.m. – 10:00 p.m.	TTC
4. Open Ranking	August 16, 2018	10:00 a.m. – 12:00 nn	TTC

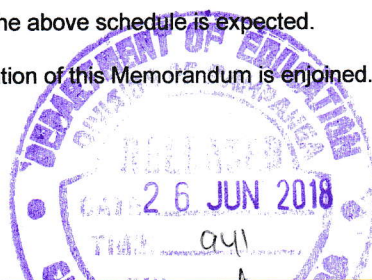
3. The assessment of the documents of the aspirants will be based from DepEd Order No. 66, s. 2007 (Related Teaching Positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- Application letter stating the position applied for
- CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
- Transcript of Records (authenticated by the issuing school)
- Copy of latest approved Appointment/Copy of transmittal to CSC, if any
- Certification of No Pending Case (for existing government employees), NBI Clearance (for new entrants)
- Service Record/Certification of Employment signed by the Human Resource Manager
- Certificate of Relevant Trainings for the last 5 years (if any)
- Certificate of Eligibility (Authenticated by the CSC)/PRC License
- Performance Ratings for the last three years (should be approved by the SDS)/Performance Evaluation approved by the Head of Office, if any
- Documents for claims on leadership, potentials and accomplishments
 - Innovations
 - Research
 - Authorship
 - Outstanding Employee Awards
 - Resource Speakership
- Omnibus certification of authenticity and veracity of documents duly notarized
- Other documents relevant to the position applied for.

4. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
5. Strict adherence on the above schedule is expected.
6. Immediate dissemination of this Memorandum is enjoined.


Leonardo D. Zapanta, Ed.D, CESO VI
Schools Division Superintendent

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