
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002  Revision: 00  Effectivity date: 05-08-18
	<b>DIVISION MEMO. NO. 324, S. 2019</b>		<b>Name of Office: OSDS</b>

TO: Division Chiefs/Education Program Supervisors/District Supervisors/Unit Heads/School Heads of Elementary and Secondary Schools/OICs / Non-Teaching Personnel /Others Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT: **VACANCY ANNOUNCEMENT: ONE (1) PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITION**

DATE : June 7, 2019

1. This is to announce the hiring, selection and recruitment of one (1) Public Schools District Supervisor position under the Curriculum Implementation Division, this Office, to mention:

Activities	Date	Time	Venue
1. Deadline of Submission	June 17, 2019	8:00 a.m. – 5:00 p.m.	Records Unit
2. Pre-assessment	June 18, 2019	9:00 a.m. – 12:00 n.n.	2 <sup>nd</sup> Floor, TTC Bldg., (HRMPSB Only)
3. Written Examination, Interview and Open Ranking	To be announced		

2. Below are the Qualification Standards of the said vacant position:

QUALIFICATION STANDARDS	
<b>A. PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) /SG 22</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Master's Degree in Education or other relevant Master's Degree
Experience	Five years cumulative experience in instructional supervision and school management;
Eligibility	Republic Act No. 1080 (Teacher)
Trainings	Sixteen (16) hours of relevant training;

3. All interested applicants including Education Program Supervisors will undergo the process of CSC MC No. 24, s. 2017 dated August 24, 2017, also known as, "2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)", and amended by CSC MC No. 14, s. 2018 dated August 30, 2018. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

4. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office. Ranking results will be posted at the Division Office official website ([www.depedpampanga.com](http://www.depedpampanga.com)).

5. Appraisal of credentials will be based on DepEd Order No. 66, s.2007 (Teaching and 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.

- a) Application letter stating the position applied for
- b) Omnibus certification of authenticity and veracity of documents duly notarized
- c) Copy of latest approved Appointment/Copy of transmittal to CSC, if applicable
- d) CSC Form 212-Revised 2017
- e) Transcript of Records (authenticated by the issuing school)
- f) Service Record, if applicable
- g) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS
- h) Certificate of Relevant Trainings with memo/advisory
- i) Documents for claims on leadership, potentials and accomplishments
- j) Other documents relevant to the position applied for.

6. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

7. Strict adherence on the above schedule is expected.

8. Immediate dissemination of this Memorandum is enjoined.

  
**LEONARDO D. ZAPANTA, Ed.D, CESO VI**  
 Schools Division Superintendent

  
 JUN 10 2019

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 SCHOOLS DIVISION OF PAMPANGA  
 CITY OF SAN FERNANDO  
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