



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, 2<sup>nd</sup> District, Metro Manila



July 6, 2011

**DIVISION MEMORANDUM:**

**Assistant Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals/Officer In-Charge  
Head of Administrative Units**

For the information and guidance of all concerned, enclosed is a copy of Memorandum from the Schools Division Superintendent, Officer In-Charge, Office of the Regional Director, Department of Education, National Capital Region, Quezon City, dated June 27, 2011, relative to the vacant position of one (1) Education Program Supervisor (Music), SG 22 in the Department of Education, National Capital Region.

In this connection, interested and qualified applicants should submit application together with the following documents for ranking purposes, to the Personnel Unit, that Region, not later than July 11, 2011:

1. Form 212 (Revised CSC Form 2005)
2. Performance Rating (last 3 rating periods prior to application)
3. Updated Service Records
4. Outstanding Accomplishments (meritorious accomplishments)
  - Outstanding employee award
  - Innovations
  - Research & Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker in Training/Seminars
5. Transcript of Records
6. PRC License
7. Certificate of Seminars/Training attended (conducted for at least 3 days  
not credited during last promotion)
8. Specialized training e.g. scholarship programs, short courses  
Study grants.

**QUALIFICATION STANDARDS:**

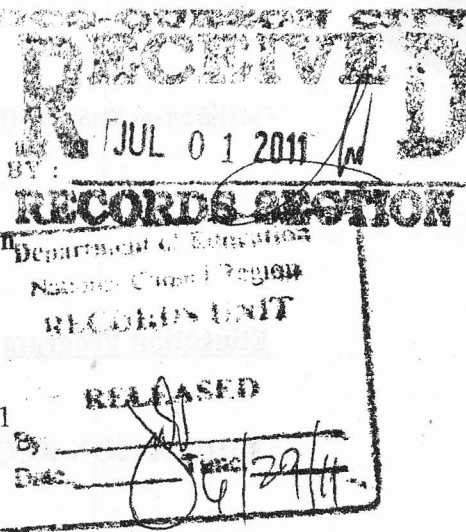
**Education Program Supervisor:**

Education requirement	: Master's degree in Education or other relevant Master's degree with specific area of Specialization (Music)
Experience requirement	: 1 year as Education Supervisor I
Training requirement	: 8 hours of relevant Training
Eligibility	: PBET; Teacher

**CORAZON C. RUBIO, CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)



June 27, 2011

**Memorandum to-**

Schools Division Superintendents  
Chiefs of Divisions -ROP

Please be informed that one (1) Education Program Supervisor (Music) , SG-22 at the Secondary Education Division, this Region, is now officially vacant.

In this connection, interested and qualified applicants should submit application together with the following documents for ranking purposes, to the Personnel Unit, this Region, not later than July 11, 2011.

1. Form 212 (Revised CSC Form 2005)
2. Performance Ratings (last 3 rating periods prior to application)
3. Updated Service Records
4. Outstanding Accomplishments (meritorious accomplishments)
  - Outstanding employee award
  - Innovations
  - Research & Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker in Trainings/Seminars
5. Transcript of Records
6. PRC License/CSC Eligibility
7. Certificate of Seminars/Trainings attended (conducted for at least 3- days not credited during last promotion)
8. Specialized training e.g. scholarship programs, short courses, study grants

  
**ELENA R. RUIZ**

Schools Division Superintendent  
Officer-In-Charge  
Office of the Regional Director

Incl.:

Qualification Standard for the position

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*"Character, Competence, Excellence and Distinction"*

Qualification Standard: (Inclosure to Unnumbered Memo. Dated June 27, 2011)

**Education Program Supervisor:**

**EDUCATION REQUIREMENT :** Master's degree in Education or other relevant  
Master's degree with specific area of  
specialization (Music)

**EXPERIENCE REQUIREMENT :** 1 year as Education Supervisor I

**TRAINING REQUIREMENT :** : 8 hours of relevant training

**ELIGIBILITY :** PBET; Teacher.

**SALARY GRADE/LEVEL :** SG 22/Level 2