



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

July 5, 2010

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 Assistant Regional Director, Officer In-Charge, Office of the Regional Director, Department of Education, National Capital Region, Quezon City, dated June 21, 2010, relative to the vacant positions of one (1) Education Supervisor III and four (4) Education Supervisor II 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 20, 2010:

1. Form 212 (Revised CSC Form 2005)
2. Performance Rating (last 3 rating period)
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.
9. Chair/ Co-chair in a technical/ planning committee.

QUALIFICATION STANDARDS:

Education Supervisor III:

Education requirement	: Master's degree in Education or other relevant Master's degree
Experience requirement	: 1 year as Education Supervisor II
Training requirement	: 16 hours of relevant Training
Eligibility	: PBET; Teacher

Education Supervisor II:

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

Immediate and wide dissemination of this Memorandum is desired.

ROWENA A. CACANINDIN
Asst. Schools Division Superintendent
Officer In-Charge

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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 21, 2010

Memorandum to-

Schools Division Superintendents
Chiefs of Divisions -ROP

RECEIVED
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BY: *[Signature]*
RECORDS SECTION

Please be informed that the following positions, this Region, are now officially vacant:

<u>Position Title</u>	<u>Specialization</u>	<u>Station</u>
Education Supervisor III	none	Elementary Education Division Special Education Unit
Education Supervisor II	Filipino Filipino	Elementary Education Division Secondary Education Division
Education Supervisor II	Science Science	Elementary Education Division Secondary Education Division
Education Supervisor II	Gifted Behavioral Problem Mentally Retarded	Elementary Education Division Special Education Unit -do- -do-
Education Supervisor II	P.E.	Physical Educ. & Special Events Office

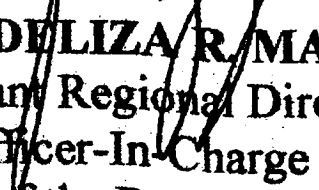
In this connection, interested and qualified applicants should submit application together with the following documents for ranking purposes, to the Personnel Unit, this Region, not later than July 20, 2010:

1. Form 212 (Revised CSC Form 2005)
2. Performance Ratings (last 3 rating periods prior to screening)
3. Updated Service Records
4. Outstanding Accomplishments (meritorious accomplishments)
 - Outstanding employee award
 - Innovations
 - Research & Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars

"Character, Competence, Excellence and Distinction"

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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
9. Chair/Co-chair in a technical/planning committee


FLORDELIZA R. MAGDAY
 Assistant Regional Director
 Officer-In-Charge
 Office of the Regional Director

Incl.:
Qualification Standard for the position

Inclosure to Unnumbered Memorandum dated June 21, 2010

QUALIFICATION STANDARDS:

• Education Supervisor III:

EDUCATION REQUIREMENT : Master's degree in Education or other Relevant Master's degree
EXPERIENCE REQUIREMENT : 1 year as Education Supervisor II
TRAINING REQUIREMENT : 16 hours of relevant training
ELIGIBILITY : PBET; Teacher

Education Supervisor II:

EDUCATION REQUIREMENT : Master's degree in Education or other relevant Master's degree with *specific area of specialization*
EXPERIENCE REQUIREMENT : 1 year as Education Supervisor I
TRAINING REQUIREMENT : 8 hours of relevant training
ELIGIBILITY : PBET; Teacher.