



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City



April 21, 2020

DIVISION MEMORANDUM

No. 174 s. 2020

TO : ALL QUALIFIED APPLICANTS
This Division

FROM: JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: CONDUCT OF SELECTION FOR CHIEF EDUCATION SUPERVISOR FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION

1. This Office announces the conduct of selection of qualified applicants for CHIEF EDUCATION SUPERVISOR for School Governance and Operations Division, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be based on Civil Service Commission MC No. 05, s. 2016.

Position Title/SG	Education	Experience	Training	Eligibility
Chief Education Supervisor SG 24	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional/ Second Level eligibility

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before May 8, 2020 to JONATHAN S. DELA PEÑA, Ph. D. CESO V, Schools Division Superintendent, this Division, as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2"x2" picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and

h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel**/participate in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be on or before the date of the posting of this Division Memorandum.

7. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the office of the Assistant Schools Division Superintendent on a schedule which shall be announced later.

8. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **ROWENA H. PARA-ON**
Asst. Schools Division Superintendent

Members : **ERLINDA G. DAEL**
CID Chief

MARIA ASUNCION G. RAFOLS
MOPSTEA President


INGRID C. HEBRON
AO V

MELANIE C. ESTENZO
AO IV

MARIO T. ARROYO
ADAS II

Secretariat: **CLARIBEL L. RODRIGUEZ**
Administrative Assistant III

9. Immediate dissemination of this Memorandum to all concerned is enjoined.


JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

JSD/clr