



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent
Division Memorandum

No. 26, s. 2022

February 7, 2022

SUBMISSION OF APPLICATION FOR EDUCATION PROGRAM SUPERVISOR

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **Education Program Supervisor** position. Submission of application is at the Division Office until **February 18, 2022**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in Education or relevant Master's degree with specific area of specialization	8 hours relevant	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 - Teacher

4. As to the arrangement of documents, please follow the following order (*in 4 folders*).
 - A. **Application Letter**
 - B. **Personal Data Sheet w/ Work Experience Sheet**
 - C. **Performance Rating (3 Rating Period)**
 - D. **Appointment/Service Record**
 - E. **Outstanding Accomplishments with MOVs**
 - a. **Award**
 - b. **Innovation**
 - c. **Research and Development Projects**
 - d. **Publication/Authorship**
 - e. **Consultant/Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/Seminars/Workshops/Symposia**
 - F. **Education**
 - G. **Training with MOVs**



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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