



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 8, 2025

DIVISION MEMORANDUM

No. 321, s. 2025

CALL FOR APPLICANTS FOR 3 EDUCATION PROGRAM SUPERVISORS AND 1 PUBLIC SCHOOLS DISTRICT SUPERVISOR

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Management Officer
Human Resource Merit, Promotion, and Section Board
School and District Heads
Administrative Officers
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Division hereby announces the **Call for Applicants for 3 Education Program Supervisors and 1 Public Schools District Supervisor**, preferably for Kinder/Special Needs Education (SNED), Alternative Learning System (ALS), and Learning Resource Management,
2. as follows:

a. Related Teaching Positions

Vacant Position / Level	Salary Grade	Basic Salary	No. of Vacancies/ Official Station	
Education Program Supervisor	SG 22/1	78,162.00	1	SDO Curriculum Implementation Division <i>Preferably with specialization and experience in Kinder/Special Need Education</i>
Education Program Supervisor	SG 22/1	78,162.00	1	SDO Curriculum Implementation Division <i>Preferably with specialization and experience in Alternative Learning System (ALS)</i>
Education Program Supervisor	SG 22/1	78,162.00	1	SDO Curriculum Implementation Division <i>Preferably with specialization and experience in Learning Resource Management Division</i>
Public Schools District Supervisor	SG 22/1	78,162.00	1	DepEd Northern Samar

3. The following are the minimum Qualifications Standards for the above positions

Position/Level	Education	Experience	Training	Eligibility
Education Program Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (TEACHER)
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (TEACHER)

See attached Job Description.

4. Interested and qualified applicants regardless of gender or sexual preference, civil status, age, disability, religion, ethnicity, and membership in any indigenous community are invited to apply.

5. **New applicants** shall submit in one (1) (**COLOR BLUE**) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position Applied For]** the following requirements, to wit:

- Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Cataraman Northern Samar, 6400;
- Duly accomplish PDS (CS Form 212, **revised 2025**) with Work Experience Sheet **revised 2025**, if applicable;
- Photocopy of either Certificate of Eligibility/Certificate of Rating, if applicable. Photocopy of **PRC License and Certificate of Rating**;
- Photocopy of scholastic /academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;

- i. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
6. For those applicants want to **retain** their rating from the last CAR RQA, are required to submit the following documents in one (1) (**COLOR YELLOW**) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position Applied For]**
 - a. a letter of intent /request for '**retention**' of rating
 - b. certification of last CAR RQA rating, **as published March 21. 2025** and
7. For those applicants who want to **update** their rating from last CAR RQA, are required to submit the following documents in one (1) (**COLOR RED**) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position Applied For]**
 - a. a letter of intent /request for '**updating**' of rating
 - b. a certification of last CAR RQA rating **as published March 21. 2025**.
 - c. Supporting documents to update Education, Training, or Experience, and
 - d. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
8. All application folders/documents shall be submitted to the **Division Human Resource Management Office (HRMO)** for initial evaluation, and attestation of the checklist of requirements and Omnibus Sworn Statement (Annex C).
9. The HRMO shall **refuse acceptance of any application beyond the deadline** set by this Memorandum.
10. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit his/her complete application documents/ requirements to the Division HRM Officer	September 22-26, 2025	The applicant

2	The HRMO shall evaluate the documents submitted vis-à-vis the approved CSC Qualification Standards for the Position and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C	September 22-26, 2025	HRM Officer or designated personnel
3	After preparation of the Initial Evaluation Results (IER), the HRM Officer shall notify all applicants via his/her email of the following: <ol style="list-style-type: none"> the assigned application code for the applicant; and the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants. the schedule of Evaluation and Assessment of the applicant 	September 30, 2025	HRM Officer
	Schedule of Evaluation and Assessment of Applicants	October 6-10, 2025	HRM Officer, HRMPSB

11. The Criteria and point system for evaluative assessment for positions are as follows:

a. Related-Teaching Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishment	5
f. Application of Education	15
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	20
TOTAL	100

12. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
 Schools Division Superintendent

Enclosure:

Annex C of DepEd Order No DepEd Order 7, s. 2023
 Job Description for Education Program Supervisor

DepEd Northern Samar

RELEASED

References:

DepEd Order 7, s. 2023 dated March 22, 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

Date: SEP 17 2025

CSC Resolution 2500358 dated April 30, 2025, or the *2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*

DM 143, s. 2024 dated May 3, 2024 – *Reconstitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second-Level Teaching, Teaching Related and Non-Teaching Position*