



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

February 3, 2022

DIVISION MEMORANDUM

No. 16, s. 2022

ANNOUNCEMENT OF VACANCY AND CONDUCT OF RANKING FOR CID CHIEF EDUCATION SUPERVISOR

To: Assistant Schools Division Superintendent
 Division Personnel Selection Board
 Public School District Supervisors/OIC-PSDSs
 Secondary School Principals
 All Others Concerned

1. This is to announce to the field that there will be a deliberation/ranking for Curriculum Implementation Division Chief Education Supervisor.
2. The place of assignment is at the Schools Division Office of Sorsogon (Province).
3. Stated below is the Civil Service Commission approved minimum qualification for the position:

CID CHIEF EDUCATION SUPERVISOR

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master's Degree or Certificate in Leadership and Management from the CSC	4 years in position/s involving management and supervision	40 hours of training in management and supervision	RA 1080, as amended (Teacher)

4. DepEd Order No. 66, s. 2007 will be used as reference and guidelines for the criteria and computation of points.
5. Two sealed envelopes are required to be submitted; the contents of which are stated on the succeeding page:



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Landline: (056) 421-5415
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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a. First Envelope (for pre-assessment)

- i. Transcript of Records for Masteral and/or Doctoral Studies or certification of units earned in Doctoral Studies;
- ii. Service Record;
- iii. Certificates of Trainings;
- iv. Copy of PBET/LET Rating and PRC License

b. Second Envelope (for ranking purposes)

- i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
6. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the ranking process.
 7. The Deadline of submission is on **February 17, 2022 at 5:00 P.M. No additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the deadline.
 8. The schedule of ranking is on **February 21, 2022** and the venue will be at the Office of the Administrative Officer V (2nd floor of the new DepEd Building) at 8:00 AM. Personnel Selection Board members and applicants are required to strictly adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
 9. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
 10. Immediate and wide dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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