



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

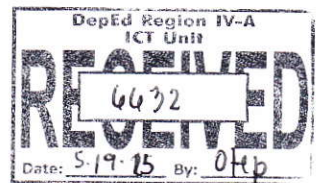
TO: REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

To: SDSs
For your guidance
please
Thank you
J. Rivera
19 May 2015

FROM: 
RIZALINO D. RIVERA
Undersecretary

SUBJECT: Clarifications on Placement and Selection of Personnel

DATE: May 13, 2015



This memorandum is issued to provide clarification on concerns related to the placement and selection of field personnel.

1. Qualification Standards of the Chief Education Supervisor

Clarification was requested regarding the qualification standards of the Chief Education Supervisor (Chief ES) position, specifically on the experience requirement of at least four (4) years relevant experience involving management and supervision.

The Department of Education will follow the definitions of managerial and supervisory issued by the Civil Service Commission (CSC). Thru CSC Memorandum Circular (MC) No. 13, s. 2011, **supervisory** is defined as "to include professional, technical, and scientific positions in a department or agency or local government, which have the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity. For this purpose, the supervisor shall be the one who plans, programs, delegates tasks and evaluates performance of employees; monitor work output; maintains morale and discipline among employees; develops cooperation and ensures a well coordinated workforce; and coordinates and cooperates with other organizational units within the department or agency" (Item 1.b).

In the same memorandum, **managerial** is defined as "to include professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience; application of managerial skills required to carry out basic duties and responsibilities involving leadership functional guidance and control. These positions require intensive and thorough knowledge of a specialized field" (Item 1.c).

As such, the positions of Head Teacher, Teacher-In-Charge, and Principal are considered involved in management and supervision.

The experience of an Education Program Supervisor (EPS) is related to the mandate/functions of the office headed by the Chief Education Supervisor position. An



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incumbent EPS, who has been designated as Officer-in-Charge (OIC) or has been given additional tasks/responsibilities consistent with CSC's definition of managerial or supervisory will have his/her experience considered as relevant experience in management and supervision. Examples of which are: Regional/Schools Division Coordinator, Program Coordinator, and/or Area Supervisor. The supervisory tasks/responsibilities should also be clearly stipulated in the designation order. The cumulative experience in management and supervision must still meet the required minimum number of years to be considered for the Chief ES position.

The DepEd offices should assess whether the work experience of the applicants for the Chief ES position meet the managerial and supervisory definitions set by the CSC. For questions on the relevant experience of a **specific** applicant, clarification should be requested from their respective CSC field office for their advice.

Please be reminded that meeting the minimum qualification standards of the position is just the first step in the screening and selection process. Following the selection criteria of DepEd Order No. 65 s.2007, applicants will go through further evaluation and deliberations to select the best fit for the position in terms of merit and competence.

2. Acting or OIC SDS/ASDS Applying for New Positions

DepEd Personnel who have been appointed in acting capacity or designated as Officer-in-Charge (OIC) of the Office of the Schools Division Superintendent (SDS) or the Assistant SDS (ASDS) may still apply for other vacant positions such as the Chief Education Supervisor.

In the event that the incumbent is appointed to the new position, the Regional Director (RD) shall immediately submit to the Office of the Undersecretary for Regional Operations their recommendation on whether the incumbent will continue to perform the duties of the SDS/ASDS in concurrent capacity or designate a new OIC to take the place of the incumbent.

The incumbent acting/OIC SDS or ASDS shall continue to perform his/her duties until the Secretary issues a memorandum otherwise.

For **acting** SDSs/ASDSs who will be appointed to the new positions, their resignation letter and waiver on voluntary demotion should be attached to the RD's recommendation. These documents shall be submitted to the Office of the President.

3. Focal Person for Alternative Learning System (ALS) in the Regional and Schools Division Offices

In the review and revision of the DepEd Rationalization Plan, the DepEd Change Management Team (CMT) primarily considered an organizational structure and staffing pattern that would support the K to 12 Basic Education Program.

The staffing complement to oversee and/or perform the functions relative to the Alternative Learning System (ALS) programs was determined by the DepED CMT based on where the services are primarily needed.



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Regional Office

In the regional office, the Curriculum and Learning Management Division has an allocation of eleven (11) Education Program Supervisors (EPS). **One (1) EPS is assigned as focal for the Alternative Learning System (ALS) programs.** As such, the EPS for ALS shall ensure the smooth implementation and integration of ALS programs and services in support of the K to 12 program.

The other EPSs will focus on the following areas:

- Eight (8) EPS for the learning areas (Filipino, English, Math, Science, AP, ESP, MAPEH, TLE)
- One (1) EPS for the Kindergarten and MTB-MLE programs
- One (1) EPS as lead of the Learning Resources Management and Development Section

The regional office shall make sure that all concerned areas are covered in the placement and selection of personnel to fill up the EPS positions.

Schools Division Office

In the Schools Division Office, the Curriculum Implementation Division has an allocation of ten (10) Education Program Supervisors that will focus on the core learning areas and management of learning resources.

The approved Education Program Specialist II (EPS II) is specifically assigned as the coordinator of ALS programs and deployed as shared service to the districts. These EPS II shall work closely with the Public Schools District Supervisor (PSDS) and be part of the team that will provide support services nearer to the schools and learning centers. The allocation of EPS II for each SDO size is as follows:

Position	No. of Positions per SDO Size			
	VL	L	M	S
Education Program Specialist II (SG 16)	9	5	2	1

The SDS may designate one (1) Education Program Supervisor to supervise the team of ALS Education Program Specialists in coordination with the assigned PSDSs to ensure that ALS programs are effectively implemented in the schools and learning centers.

For your guidance and information.

RegOps/S-cinve