



Personnel-RM-2026-334

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

19 March 2026

Regional Memorandum

No.334 s.2026

ANNOUNCEMENT OF VACANCY FOR EDUCATION
PROGRAM SUPERVISOR POSITION

To Regional Office Officials and Employees
Schools Division Superintendents
All Others Concerned

- 1. This is to announce vacancies in the Regional Office for positions listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Table with 6 columns: Position, DBM Plantilla Item No., Salary Grade, Monthly Salary (NBC 594), No. of Position /s, Place of Assignment. Row 1: Education Program Supervisor, OSEC-DECSB-EPSVR-270018-2010, 22, P81,796.00, 1, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

- 2. The Qualification Standards (QS) of said position are as follows:

Table with 5 columns: Position, Education, Training, Experience, Eligibility. Row 1: Education Program Supervisor, Master's degree in education or other relevant degree Master's degree with specific area of specialization (Filipino or Kindergarten/ Early Childhood Education), 8 hours of relevant training, 2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher, RA 1080 (Teacher)



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

3. Below are the duties and responsibilities of the abovementioned position:

Position/Division	KRAs/Duties and Responsibilities
<p data-bbox="252 277 756 376">Education Program Supervisor/ Curriculum and Learning Management Division</p> <p data-bbox="252 450 727 548">Area of specialization: Filipino or Kindergarten/Early Childhood Education</p>	<p data-bbox="778 277 1203 338">Management of Curriculum Implementation</p> <ul data-bbox="831 344 1382 1653" style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation. <p data-bbox="788 1727 1246 1787">Curriculum Development, Enrichment, and Localization</p> <ul data-bbox="793 1794 1390 2132" style="list-style-type: none"> • Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division. • Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.

- Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
- Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.

Learning Delivery

- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.

Learning Resource

- Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum.
- Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

Learning Outcomes Assessment

- Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

Special Curricular Programs and Support Activities

- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption.

	<p>Technical Assistance</p> <ul style="list-style-type: none"> • Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions. • Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division. • Coach the schools division in implementing interventions related to curriculum management and instructional delivery. • Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division • Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
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4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the position being applied for, and **upload the scanned documents in a compressed PDF file up to 100mb only**, arranged as follows:

- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
- b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed which can be downloaded at www.csc.gov.ph;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training attended (acquired after the last promotion but within the last five (5) years);
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the 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;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on 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 form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and

1. 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 (acquired after the last promotion).
5. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
6. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023** shall be used in the evaluation of documents for said positions.
7. Applicants must ensure that their documents are complete, and accurate.
8. **Application documents shall be accepted until June 2, 2026. Only complete application documents** submitted until the set deadline shall be entertained. Late documents shall not be accepted. **Applicants are advised to use google account as email address.**
9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
10. Wide and immediate dissemination of this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Incls.: As stated


08C/ROA/P4

(Inclosures to Regional Memorandum dated May 19, 2026)

ASSESSMENT PLAN**Education Program Supervisor**

Plantilla Item No.: OSEC-DECSB-EPSVR-270018-2010

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	May 19 to June 2, 2026	n/a
Last day of receiving of application	Secretariat	June 2, 2026 (Tuesday)	n/a
Initial assessment/screening of applications	AO IV	June 3 to 4, 2026 (Wed-Thu)	2
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	June 5, 2026 (Friday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	June 8 to 9, 2026 (Mon-Tue)	2
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	June 10, 2026 (Wed)	1
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	June 10, 2026 (Wed)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	June 11 & 15, 2026 (Thu&Mon)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	June 16, 2026 (Tue)	1
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	June 17 to 18, 2025 (Wed-Thu)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	June 22, 2026 (Monday)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	June 23 to 24, 2026 (Thu-Fri)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	June 25, 2026 (Thursday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	June 26, 2026 (Friday)	1

Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	June 29 to 30, 2026 (Mon-Tue)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	July 1, 2026 (Wednesday)	1

Total

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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/ HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2025) which can be downloaded at www.csc.gov.ph			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of last appointment, if applicable			
h. Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
i. Checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath