

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



Personnel-RM-2026-380

10 June 2026

Regional Memorandum

No.380 s.2026

**ANNOUNCEMENT OF VACANCY FOR CHIEF EDUCATION
SUPERVISOR POSITION IN THE CURRICULUM AND
LEARNING MANAGEMENT DIVISION**

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.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 594)	No. of Position /s	Place of Assignment
Chief Education Supervisor	OSEC- DECSB-CES- 270011-2015	24	P102,603.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor	Master's degree in Education or other relevant Master's degree	24 hours of training in management and supervision	4 years of relevant experience involving management and supervision	PBET; RA 1080 (Teacher)

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

Position/Division	KRAs/Duties and Responsibilities
Chief Education Supervisor/ Curriculum and Learning Management Division	Management of Curriculum Implementation • Provide technical Inputs to the Strategic Plan of the region (REDP) based on M&E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the management and delivery of the Basic Education Curriculum. • Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum. • Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives. • Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation. • Guide and provide technical inputs to HRD and CLMD teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum • Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding. • Guide the development and implementation of region-initiated programs related to the curriculum for technical soundness and relevance. • Present to the regional management, progress and evaluation reports on region-initiated programs for appropriate management action Curriculum Development, Enrichment, and Localization • Guides the development of programs and strategies to localize, indigenize, contextualize

	competencies in the curriculum per subject area. • Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum. • Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum. Learning Delivery • Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation. • Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region Learning Resource • Establish and sustain operations of the regional Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS). • Provide oversight to the development of Localized/indigenized learning materials for regional use by the LR Development Teams. Learning Outcomes Assessment • Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes. • Submit to the Regional Director policy recommendations related to improving learning outcome in the region. Special Curricular Programs and Support Activities • Submits to regional management policy recommendations on curricular support activities for regional adoption. Technical Assistance • Lead a team in providing technical assistance a cluster of schools division.
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- Lead the CLMD team in consolidating needs for technical assistance on Curriculum Management and Instructional Delivery for the whole region.
- Presents to regional management periodic reports on the progress of technical assistance in:
- Cluster of schools division assigned to the TA team
- Curriculum management and instructional delivery
- Submits to the regional management, policy recommendations arising from reports of results evaluation of provision of technical assistance.

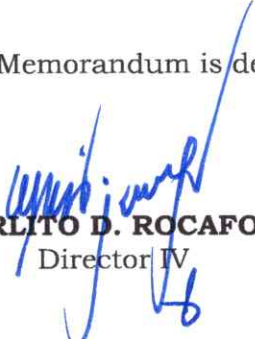
Unit Performance

- Prepare and manage the budget for CLMD's resource requirements and submits this to be part of the Regional Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
- Submits M & E Report/ Results of CLMD Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of CLMD to schedule expense requirements.
- Conduct Performance Appraisal Feedback and
- Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for CLMD personnel
- Attend management and coordination meeting and conduct staff meeting to ensure flow of information and communication critical to the operational efficiency and effectiveness of the unit.
- Conducts regular CLMD Meetings for regular updates and work coordination.
- Cultivate a supportive environment for the staff to

	perform and meet targets through continuous work place improvement and establishing enabling structures and system.
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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;
 - d. Photocopy of valid and updated PRC License/ID, if applicable;
 - e. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - f. 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;
 - g. Photocopy of Certificate/s of Training attended (acquired after the last promotion but within the last five (5) years);
 - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - i. Photocopy of latest appointment, if applicable;
 - j. 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;
 - k. 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
 - l. 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 24, 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 June 10, 2026)

ASSESSMENT PLAN**Chief Education Supervisor**

Plantilla Item No.: OSEC-DECSB-CES-270011-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	June 10 to 24, 2026	n/a
Last day of receiving of application	Secretariat	June 24, 2026 (Wednesday)	n/a
Initial assessment/screening of applications	AO IV	June 25 to 26, 2026 (Thu-Fri)	2
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	June 29, 2026 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/Secretariat	June 30 to July 1, 2026 (Tue-Wed)	2
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	July 2, 2026 (Thu)	1
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat		
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	July 3&6, 2026 (Fri&Mon)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	July 7, 2026 (Tue)	1
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	July 8 to 9, 2025 (Wed-Thu)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	July 10, 2026 (Friday)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	July 13 to 14, 2026 (Mon-Tue)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	July 15, 2026 (Wednesday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	July 16, 2026 (Thursday)	1

Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	July 17 & 20, 2026 (Fri&Mon)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	July 21, 2026 (Tuesday)	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 (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/sub-committee)	
		Status of Submission (Check if complied)	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