



Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAU

DEPED TANAUAU CITY
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February 9, 2021

DIVISION MEMORANDUM
No. 46 S. 2021

RANKING OF APPLICANTS FOR EDUCATION PROGRAM SPECIALIST II
(SGOD/MONITORING AND EVALUATION)

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed that this office opens the application for Education Program Specialist II.

Salary Grade	16
Salary Per Month	Php 36,628.00
No. of Position/s and Place of Assignment	1 Position, School Governance Operations Division (SGOD)
QUALIFICATION STANDARDS	
Education	Bachelor's Degree in Education or its equivalent
Experience	2-year experience in education, research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	R.A. 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position

2. Duties and responsibilities as follows:

2.1 Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on:

- School Planning
- School Based Management
- Implementation of Programs and Projects as basis for continuous improvement.

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Address: Pres.J.P. Laurel Highway, Poblacion 1, Tanauan City, Batangas 4232
Telephone No.: (043) 405 – 0927
Email Address: tanauan.city@deped.gov.ph
Website: <https://tanauancitydeped.com>





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- 2.2 Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method.
- 2.3 Gather data as basis for M&E report on the performance of the Schools Division along:
- TA to schools and LCs
 - Equitable Distribution of educational resources to schools and LCs
- 2.4 Gather data and prepare report/documents on best practices with regards to school management and governance for sharing and benchmarking purposes.
- 2.5 Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework.
- 2.6 Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use.
- 2.7 Gather data to assess result of tracking progress and for grading purposes.
- 2.8 Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.
- 2.9 Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
- 2.10 School Compliance to Quality Standards
- Information, Education and Advocacy Programs and Materials to Accreditation Standards
 - Validated documents of schools requesting permit to operate
 - Complete portfolio of documents of schools requesting to operate for submission to the regional office.

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- 2.11 Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
- 2.12 Assist in the provision of Technical Assistance to schools and learning centers.
3. Interested applicants shall submit documents with “ear tags” following the arrangements below:
 - 3.1 Letter of intent addressed to the Schools Division Superintendent
 - 3.2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - 3.3 Photocopy of Licenses/Proof of Eligibility, authenticated by appropriate institution, ie. PRC, CSC
 - 3.4. Performance Ratings (duly signed) – 3 consecutive years (note: summary of ratings shall not be accepted)
 - 3.5. Updated Service Record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO status
 - 3.6. Outstanding Accomplishments (if any)
 - 3.6.1 Outstanding Employee Award/s
 - 3.6.2 Innovations
 - 3.6.3 Research and Development Projects
 - 3.6.4 Publication/Authorship
 - 3.6.5 Consultant/Resource Speaker in Trainings/Seminar
 - 3.7. Transcript of Records (TOR), authenticated by the institution/university
 - 3.8. Certificate of Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
 - 3.9 Latest approved appointment (if any)

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4. Interested applicants are advised to send through email their application to:

ROGELIO F. OPULENCIA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
City Schools Division of Tanauan

Email: tanauan.city@deped.gov.ph

5. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through letter for the schedule of written exam, on-the-job Assessment/skills test and the panel interview with Human Resource Merit Promotion and Selection Board (HRMPSB).
6. Please refer to DepEd Order No. 66, s.2007, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" and Regional Memorandum No. 434, s.2017, "Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007.
7. *NOTE: Only those applicants with complete requirements shall be entertained.*
8. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records/Receiving Section	Feb. 15-25, 2021
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	Teleconference	Mar.1-2, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	Mar. 10, 2021
Written Test	ISO Room	Mar. 15, 2021

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Evaluation of documents and interview of applicants	Office of the ASDS	Mar. 16, 2021
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	Teleconference	Mar. 18, 2021
Submission to the Office of the SDS the Comparative Assessment Results (CAR)	Office of the SDS	Mar. 22, 2021
Posting of Results	SDO Bulletin Board and website, other conspicuous places	Mar. 23, 2021
Conduct of Background investigation	Upon the request of the Appointing Authority	

**All interested and qualified applicants including Person with Disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender identities (SOGI) are highly encourage to apply.*

9. Immediate and wide dissemination of this Memorandum is desired.

ROGELIO F. OPULENCIA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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