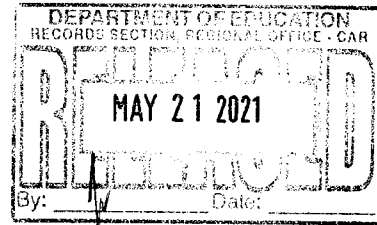




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

TO : Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned



FROM : ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director

SUBJECT: NOTICE OF VACANT POSITION IN THE REGIONAL OFFICE

DATE : May 20, 2021

1. This is to inform all interested applicants of the vacant position at the Curriculum and Learning Management Division (CLMD), Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Education Program Supervisor (Values Education), SG 22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Preferred Qualifications:	<ul style="list-style-type: none"> ▪ BEE/BSE Major in Values Education/Bachelor's Degree related to Values Education ▪ Three (3) years experience in teaching Values Education, or with experience in Guidance & Counseling 			
Job Summary	<ul style="list-style-type: none"> • To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; • To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance; • When part of LR Design and Development Team, may be assigned as Instructional and Development Coordinator) 			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit the following documents in five (5) copies on or before **May 31, 2021**:

1. 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;
2. Three (3) recent Performance ratings, if applicable;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of trainings/seminars attended;
6. Service Records
7. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

Applications with incomplete documents regarding the above qualifications shall not be entertained.

3. Qualified applicants are advised to upload their applications and documents to the online job application system, or hand in/send through courier their application to:

ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director
 DepED-CAR Regional Office, Wangal
 La Trinidad, Benguet
<http://www.depedcar.ph/jobs/online-application>

4. The tentativeschedule of assessment activities shall be as follows:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
June 8, 2021 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of EPS Applicants	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Atty. Vanessa B. Flora; Carmel F. Meris, Elena C. Tawanna; Dumas D. Aban
June 17, 2021, From 9:00AM Onwards	Written Examination and Interview of Applicants for EPS	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Carmel F. Meris, Atty. Vanessa B. Flora; Elena C. Tawanna, Dumas D. Aban
June 21, 2021	Submission of Comparative Assessment (Ranklist) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Supervisor (Values Education)	Salary Grade	22
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Curriculum Learning and Management Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised		Page/s	3
JOB SUMMARY			
<ul style="list-style-type: none"> • To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; • To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance. • When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 			
QUALIFICATION STANDARDS			
A. CSC Approved Qualifications			
Education	Masters Degree in Education or other relevant Masters Degree with specific area of specialization		
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	08 hours of relevant training		
B. Preferred Qualifications			
Education	BEE/BSE Major in Values Education/Bachelor’s Degree Course related to Values Education		
Experience	3 years experience of teaching Values Education or with experience in Guidance & Counseling		
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Management of Curriculum Implementation</p>	<ul 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>Curriculum Development, Enrichment, and Localization</p>	<ul 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.
<p>Learning Delivery</p>	<ul style="list-style-type: none"> • 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.
<p>Learning Resource</p>	<ul style="list-style-type: none"> • 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

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.
Technical Assistance	<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.