

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Supervisor	Salary Grade	22
Parentetical Title		Governance Level	Regional Office
Bureau/Service		Office/Division	Quality Assurance Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.</p> <p>Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's degree relevant to the job		
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience	At least 1 year experience in DepED At least 1 year relevant experience in Evaluation or Research		

Eligibility	
Trainings	24 hours relevant training in M&E/ Evaluation

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Quality Assurance Standards and Policy Formulation & Adoption	<ul style="list-style-type: none"> • Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS) • Designs QA-M&E processes and tools to operationalize the QMS framework of the region • Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers). • Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems • Facilitates group processes for the review of existing national standards for its localization as appropriate to the region • Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes • Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.
Progress M&E	<ul style="list-style-type: none"> • Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement • Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division. • Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards. • Prepares M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions. • Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of

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	program/project goals and objectives.
Results M&E	<ul style="list-style-type: none"> • Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators • Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes. • Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges. • Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards • Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school • Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.
Coordination with Other RO Units	<ul style="list-style-type: none"> • Assists Chief of QAD in communicates M & E results to concerned FDs/Units and schools division management teams • Participates in designing and crafting REDP that will set the strategic directions for the region • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region
Technical Assistance	<ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region
Unit Performance	<ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit