



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Banica, Roxas City  
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December 14, 2017

Division Memorandum  
No. 331, s. 2017

**RANKING OF QUALIFIED APPLICANTS FOR EDUCATION PROGRAM  
SUPERVISOR (EPS) IN ENGLISH**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that the ranking for the position of **Education Program Supervisor (EPS) in English** is now open. Applicants should meet the following minimum qualifications as specified in DepED Order No. 117, s. 2010 (Qualification Standards for the Position of Education Program Supervisor):

- 1.1. Education: Master's Degree in Education or other relevant  
Master's Degree with specific area of specialization
- 1.2. Experience: 2 years as Principal or  
2 years as Head Teacher or  
2 years as Master Teacher
- 1.3. Training: 8 hours of relevant training
- 1.4. Eligibility: RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following documents to the Division Personnel Selection Board (PSB), c/o Mr. Nicasio S. Frio, Acting Asst. Schools Division Superintendent on or before 5:00 o'clock in the afternoon of **December 28, 2017**:

- 3.1 Application letter (Addressed to the Schools Division Superintendent)
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
  - 3.3.1 Updated Service Records
  - 3.3.2 Performance Rating for the last three (3) years
  - 3.3.3 Transcript of Records/Special Order
  - 3.3.4 Latest Appointment
  - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
  - 3.3.6 Certificates of Relevant Training attended
  - 3.3.7 Certificates of Eligibility/Eligibility Rating
  - 3.3.8 Other documents relevant to the position applied for

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **December 27, 2017**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

4. All documents submitted for evaluation must be certified photocopies of the original documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.


5. The criteria for ranking is based on DepED Order No. 66, s. 2007 (*Teaching and Teaching Related Group*):

Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	25 pts.
Training	-	5 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>5 pts.</u>
TOTAL	-	100 pts.

6. The schedule of the evaluation of documents, interview and written test will be announced later through a separate issuance.

7. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D, CESO V**  
Schools Division Superintendent

References: DepED Order No. 66, s. 2007  
DepED Order No. 117, s. 2010