



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

03 June 2026

**DIVISION MEMORANDUM**

No. 274, s. 2026

**CALL FOR APPLICATION FOR THE POSITION OF CHIEF EDUCATION SUPERVISOR  
SCHOOL DIVISION OFFICE -CURRICULUM IMPLEMENTATION DIVISION**

TO: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. The School Division Office hereby announces the call for application for the position of **Chief Education Supervisor** (SG 24) under **School Division Office -Curriculum Implementation Division-**
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEO) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
    - b. 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 attached form (Annex C) notarized by authorized official;



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- c. Fully 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](http://www.csc.gov.ph)
  - d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
  - 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 applicable;
  - f. Photocopy of Certificate/s of training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. 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; and
  - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.
4. Please be guided by the following attached enclosures to this Division memorandum:
- 4.2 Enclosure No 1 The Qualifications Standard (QS) of the positions.
  - 4.3 Enclosure No 2 Duties and Responsibilities of the positions.
  - 4.4 Enclosure No 3 Assessment Plan
  - 4.5 Enclosure No 4 Checklist of Requirements (Annex C)
  - 4.1 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Related-Teaching Positions shall be used in the evaluation of documents of CEPS.
5. Application documents shall be accepted until **June 15, 2026**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](http://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. **However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.**



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7. Applicants shall be notified through their registered email address regarding their qualification status for the position, as well as the schedule of the face-to-face comparative assessment.
8. Please refer to DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education for clarification regarding the hiring guideline.
9. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
10. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Encl.: Enclosure No. 1 The Qualifications Standard (QS) of the positions.  
Enclosure No 2 Duties and Responsibilities of the positions.  
Enclosure No 3 Assessment Plan  
Enclosure No 4 Checklist of Requirements (Annex C)

Reference: DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions,

To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ Call for Submission for CEPS/  
R2-151385/06/03/2026



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*Enclosure 1. The Qualification Standards of Chief Education Supervisor – CID*

	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Master's Degree in Education or other relevant Master's Degree	24 hours of relevant training	4 years relevant experience involving management and supervision	RA 1080 (TEACHER)
Preferred Qualification	Master's Degree in Education or other relevant Master's Degree	24 hours of relevant training	4 years relevant experience involving management and supervision in public school system	RA 1080 (TEACHER)



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Enclosure 2. Duties and Responsibilities of the Positions.

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF **CHIEF EDUCATION SUPERVISOR**  
**CURRICULUM IMPLEMENTATION DIVISION**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>MANGEMENT OF CURRICULUM IMPLEMENTATION</b>	<ul style="list-style-type: none"><li>• Provide technical Inputs to the Strategic Plan of the schools division (DEDP) based on M&amp;E Reports, progress and summative evaluation, benchmark studies and researches to guide direction regarding the implementation t and delivery of the Basic Education Curriculum.</li><li>• 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.</li><li>• Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.</li><li>• Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.</li><li>• Guide and provide technical inputs to HRD and CID teams on capability building programs for Schools Divisions ES and teachers re the basic education curriculum</li><li>• Guide the development of concept papers and program proposals on curriculum innovation, localization and indigenization for approval and possible funding.</li><li>• Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.</li><li>• Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.</li></ul>
<b>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</b>	<ul style="list-style-type: none"><li>• Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area</li><li>• Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum</li><li>• Submit to the regional management policy recommendations to guide localization and indigenization of the basic education curriculum.</li></ul>
<b>LEARNING DELIVERY</b>	<ul style="list-style-type: none"><li>• Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.</li></ul>



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	<ul style="list-style-type: none"> <li>• Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.</li> </ul>
<b>LEARNING RESOURCE</b>	<ul style="list-style-type: none"> <li>• Establish and sustain operations of the SDO Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).</li> <li>• Provide oversight to the development of Localized/indigenized learning materials for school division's use by the LR Development Teams.</li> </ul>
<b>LEARNING OUTCOMES ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes</li> <li>• Submit to the Regional Director Policy recommendations related to improving learning outcome in the region.</li> </ul>
<b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Submits to regional management policy recommendations on curricular support activities for regional adoption.</li> </ul>
<b>RESEARCH</b>	<ul style="list-style-type: none"> <li>• Review research findings and policy recommendation and provide directions in research utilization as well as research areas to pursue.</li> </ul>
<b>TECHNICAL ASSISTANCE</b>	<ul style="list-style-type: none"> <li>• Lead the CID team in consolidating needs for technical assistance on Curriculum implementation for the schools division.</li> <li>• Presents to management periodic reports on the progress of technical assistance in: - Lowest performing districts and schools - Curriculum implementation and instructional delivery</li> <li>• Submits to the schools division and regional management,, policy recommendations arising from reports of results evaluation of provision of technical assistance.</li> </ul>
<b>UNIT PERFORMANCE</b>	<ul style="list-style-type: none"> <li>• Prepare and manage the budget for CIDs resource requirements and submits this to be part of the Regional Budget.</li> <li>• Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.</li> <li>• Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.</li> <li>• Submits M &amp; E Report/ Results of CID Operations to inform management of progress.</li> <li>• Prepares and submits an Annual Procurement Plan of CID to schedule expense requirements.</li> <li>• Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.</li> <li>• Prepares and implements a Professional Development Plan for CID personnel</li> </ul>



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	<ul style="list-style-type: none"><li>• 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.</li><li>• Conducts regular CID Meetings for regular updates and work coordination.</li><li>• Cultivate a supportive environment for the staff to perform and meet targets through continuous work place improvement and establishing enabling structures and systems</li></ul>
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Enclosure No .3 **Proposed Assessment Plan**

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	June 15, 2026	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review			
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process	HRMO	June 16-17, 2026	2
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	June 18, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	June 19, 2026	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	June 23, 2026	1
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	June 24, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	June 25, 2026	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	June 29, 2026	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	June 30, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	June 30, 2026	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	July 01, 2026	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	July 03, 2026	1
		<b>TOTAL</b>	<b>12</b>



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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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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 Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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 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 CONSENT**

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.