



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO - MAMBURAO

DEP-ED OCCIDENTAL MINDORO
RELEASED
BY: [Signature]
DATE: JAN 03 2022
DIVISION OFFICE

Office of the Schools Division
Superintendent

January 3, 2022

DIVISION MEMORANDUM

S. 2022-000001

**SUBMISSION OF PERTINENT DOCUMENTS FOR PLANNING OFFICER III AND
EDUCATION PROGRAM SUPERVISOR
IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/TICs
All Others Concerned

1. With the intent to fill in the vacant position in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents for interested applicants to Planning Officer III and Education Program Supervisor for Araling Panlipunan**, on or before **January 21, 2022 at 5:00pm**. Applicants may send their pertinent papers to the Schools Division Office or through the official email address of the Schools Division of Occidental Mindoro (occidental.mindoro@deped.gov.ph).

2. **Deped Order No. 66, s. 2007 (for non-teaching positions)** shall be the basis in the evaluation and assessment of each document. Interested applicants should attach the following documents with their application letter: duly accomplished Personal Data Sheet (Revised 2017) with work experience sheet, performance ratings (if any), certificate/s of employment/service record, certificate/s of trainings attended, documents for outstanding accomplishments (if any), Transcript of Records (at least Baccalaureate Degree) and copy of eligibility. **Incomplete documents shall not be entertained.**

3. The vacant position shall be open to all qualified applicants regardless of age, sexual orientation/gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

OSDS/HR/ECFMM



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1848/09296301543
✉ occidental.mindoro@deped.gov.ph
📍 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

4. Below is the Qualification Standards set by the Civil Service Commission for the vacant position:

POSITION	NO OF ITEM/S	SALARY GRADE	QUALIFICATION STANDARD
Planning Officer III	1	18	<p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 2 years of relevant experience</p> <p>Training: 8 hours of relevant training</p> <p>Eligibility: Career Service (Professional) Second Level Eligibility</p>
Education Program Supervisor with specialization in Araling Panlipunan	1	22	<p>Education: Master's Degree in Education or other relevant Master's Degree with specific area of specialization</p> <p>Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher</p> <p>Training: 8 hours relevant training</p> <p>Eligibility: RA 1080 (Teacher)</p>

5. Widest dissemination of and compliance to this Memorandum are desired.



LYNN G. MENDOZA

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

Reference:
As stated

Inclosure:
None

To be indicated in the Perpetual
Index under the following Subjects:

PERSONNEL
RECRUITMENT

SELECTION
APPLICATION

QUALIFICATION STANDARDS
VACANCY