



DEP-ED SDO N.E.  
**RELEASED**  
SEP 21 2021

Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

20 September 2021

**DIVISION MEMORANDUM**

No. 290, s. 2021

**DIVISION OPEN RANKING FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR POSITION**

TO: Assistant Schools Division Superintendents  
SGOD/CID Chief  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce that there will be an open ranking for the Public Schools District Supervisor positions on **September 29, 2021, 9:00 AM** at the SGOD Conference Room, Schools Division Office, Brgy. Rizal, Santa Rosa, Nueva Ecija.
2. Interested applicants should meet the minimum requirements set for the position based on the CSC Qualification Standards, to wit:

Education	-	Master's Degree in Education or other relevant Master's Degree
Experience	-	5 years Cumulative Experience in Instructional Supervision and School Management
Training	-	16 Hours of Relevant Training
Eligibility	-	RA 1080/PBET/LET
3. All interested applicants may download the evaluation form through the link <https://bit.ly/sdoncranking> then the accomplished form together with the duly notarized Personal Data Sheet (CS Form 212) will be uploaded to the same link on or before 5:00 PM on September 24, 2021. The link will be closed after aforementioned date and time.
4. Applicants are required to bring one (1) set – original copies and one (1) set – photocopies of the following documents on the day of the open ranking:
  - a. Letter of intent addressed to the Head of Office
  - b. CS Form 212
  - c. Photocopy of Certificate of Eligibility
  - d. Transcript of Record
  - e. Service Record or Certificate of Employment
  - f. Certificate of Trainings
  - g. Last 3 years Performance Rating
  - h. Omnibus Sworn Statement of Authenticity
  - i. Outstanding Accomplishment
  - j. Certificate of Awards
  - k. Innovation
  - l. Research and Development Projects



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5. Applicants should be at the SDO-Function Room 15 minutes before the activity and should undergo the following evaluation activities:
  - a. orientation
  - b. verification of documents relative to the CSC Qualification Standards
  - c. examination
  - d. appreciation of documents and interview
6. Please refer to DepEd Order No. 66, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
7. The Division Selection Board (PSB) is composed of the following:  
  
Chairman :           Mina Gracia L. Acosta, PhD., CESO VI  
                          Assistant Schools Division Superintendent  
  
                          Ronilo E. Hilario, CESE  
                          OIC - Assistant Schools Division Superintendent  
  
Members :           Orlando C. De Leon                   Administrative Officer V  
                          Roxer Erwin B. Garcia               Administrative Officer IV (HRMO)  
                          Benigno Diozon                       President – PSDS  
                          Jayne M. Garcia                       Chief-CID  
  
Secretariat:         Melanie S. Garcia                   Administrative Officer II  
                          Kenneth Tristan L. Silverio       Administrative Assistant III  
                          Mike Ahren Rances                  Administrative Assistant III
8. No application shall be accepted after September 24, 2021.
9. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation.
10. Strict implementation of health protocols such as wearing of face mask/face shield, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of the applicants will also be required.
11. For information, guidance and compliance.

  
**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent

Encl: NONE

Reference: DepEd Order No. 66, S. 2007  
DepEd Order No. 26, s. 2016

To be indicated in the Perpetual Index  
under the following subject:  
PUBLIC SCHOOLS DISTRICT SUPERVISOR  
OPEN RANKING  
SELECTION PROCESS

RBG 2021 Division Open Ranking for Public Schools District Supervisor  
1-3-2/RBG 20-09-2021



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