



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

DEP-ED SDO N.E.  
**RELEASED**  
JAN 10 2023

RECORDS SECTION

10 January 2023

DIVISION MEMORANDUM

No. 06 s, 2023

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

TO Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
All Others Concerned

1. This is to announce that there will be an **Open Ranking for Public Schools District Supervisor** positions on **January 18, 2023, 9:00 AM** at the Schools Division Office-Board Room, Brgy. Rizal Santa Rosa, Nueva Ecija.
2. Interested applicants should meet the minimum requirements for the position based on the CSC Qualification Standard, to wit:
  - Education: Master's degree in Education or other relevant Master's degree with specific area of specialization
  - Experience: 5 years cumulative experience in instructional supervision and school management
  - Training: 16 Hours of Relevant Training
  - Eligibility: LET/PBET / RA 1080
3. All interested applicants are required to upload the accomplished notarized and updated **Personal Data Sheet (CSC Form 212)** and **Omnibus Sworn Statement of Authenticity** to this link <https://bit.ly/sdoneranking> on or **before 5:00 PM on January 16, 2023**. 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 ranking, to wit:
  - a. Notarized Omnibus Sworn Statement of Authenticity
  - b. Letter of intent addressed to the Head of Office
  - c. Notarized and updated CS Form 212
  - d. Authenticated copy of Eligibility
  - e. Last 3 years of Performance Rating
  - f. Service Record or Certificate of Employment
  - g. Outstanding Accomplishment
  - h. Innovations
  - i. Research and Development Projects
  - j. Publication/Authorship
  - k. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
  - l. Transcript of Record
  - m. Certificate of Trainings



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
Telephone No.: (044) 940 3121  
Email: [nueva.ecija@deped.gov.ph](mailto:nueva.ecija@deped.gov.ph)  
Facebook Page: DepEd SDO Nueva Ecija  
Webpage: [www.deped-net.ph](http://www.deped-net.ph)



DE 50500742  
QM15

5. Applications with incomplete documents shall not be entertained.
6. Applicants should follow the schedule of activity during selection process, to wit;
  - a. 10 minutes orientation
  - b. 5 minutes verification of documents relative to the CSC Qualification Standards
  - c. 10 minutes examination
  - d. The rest of the time will be allotted for interview and appreciation of documents
7. Interested applicants should be at the SDO-Board Room 15 minutes before the activity.
8. Please refer to DepEd Order No. 66, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
9. 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, CESO VI Assistant Schools Division Superintendent	
Members:	Orlando C. De Leon	Administrative Officer V
	Roxer Erwin B. Garcia	Administrative Officer IV (HRMO)
	Luis M. Calison	Chief-SGOD
	Jayne M. Garcia	Chief-CID
Secretariat:	Melanie S. Garcia	Administrative Officer II
	Kenneth Tristan L. Silverio	Administrative Assistant III
10. No application shall be accepted after January 16, 2023.
11. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation.
12. Strict implementation of health protocols such as wearing of face mask, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of applicants will be required.
13. Expenses to this event shall be charged against the Division MOOE funds, subject to the existing budgeting, accounting, auditing rules and regulations.
14. Immediate dissemination of this Memorandum is desired.

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

Reference: DO 66 s. 2007

To be indicated in the Perpetual Index  
under the following subject

APPLICANTS  
 PUBLIC SCHOOLS DISTRICT SUPERVISOR

RBG 2023 Division Ranking for Public Schools District Supervisor Positions  
1-3-2/RBG 01-10-2023

