



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



March 15, 2019

DIVISION MEMORANDUM

No. 102, s. 2019

EVALUATION OF APPLICANTS FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEF OFFICER-IN-CHARGE

TO : Assistant Schools Division Superintendent
Chief of CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
And Interested Qualified Applicants

1. The Division of Camarines Sur announces the submission of pertinent papers of applicants for School Governance and Operations Division (SGOD) Chief Officer-In-Charge with the following Qualification Standards:


- **Education** : Master's degree in Education or other relevant master's degree
- **Eligibility** : PBET; LET; Teacher
- **Experience** : 4 years of relevant experience involving management and supervision
- **Training** : 24 hours of training in management and supervision

2. All interested applicants can submit documents for evaluation **on or before March 26, 2019** during office hours. Applicants are requested to put an earmark for easier and faster evaluation to wit:

- a. Omnibus Certification
- b. CS Form 212 (PDS)
- c. Application Letter
- d. Comprehensive Resumé
- e. Certificate of Eligibility
- f. Performance Ratings for the last three (3) rating periods (with numerical rating);
- g. Certification of Designations / Service Records as experience relevant to the position;
- h. Outstanding Accomplishments, such as:
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia

- i. Education – Transcript of Records
- j. Training/s:
 - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - iii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - iv. Chair / Co-Chair in a Technical / Planning Committee
3. The following are the duties and functions of an SGOD Chief – OIC:
 - a. ensures the capacity of the organization to continuously improve and be strategic in managing the environment for which “teaching and learning” takes place; and
 - b. provides local management and administration of the Department’s mandate at the schools division level
4. **Evaluation** of applicants shall be announced on a separate memo.
5. Submission of documents shall be in **ordinary BLUE folder**.
6. The Division Personnel Selection Board shall be composed of the following:

Chairman	:	Dolores Q. Mapusao , Assistant Schools Division Superintendent
Co-Chairman	:	Cecile C. Ferro , Assistant Schools Division Superintendent
Members	:	Gina A. Valenciano , Administrative Officer V
		Maria Divina H. Calleja , Administrative Office IV – HRMO
		Lita T. Mijares , CID Chief
7. Applicants are advised to bring their original documents for verification during the scheduled deliberation.
8. Immediate dissemination of this Memorandum is desired.


CECILLE BERNADETTE P. RIVERA, CESO V
 Schools Division Superintendent *PRV*

Reference: DepEd Order No. 50, s. 2014