



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY




Corner Don Carlos-Guingona St., City of Malaybalay

Memorandum to: All Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
This Division

From:  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

Date: January 21, 2014

Re: Hiring of the Education Program Supervisor in the Alternative Learning System Division (ALSD)-Regional Office-X

413
MALAYBALAY CITY DIVISION
RELEASED
Date: 1/22/14 Time: 8:49 AM
By: 

Please be informed on the attached FAX message received by this Office last January 16, 2014 regarding the hiring of the Education Program Supervisor in the Alternative Learning System Division (ALSD)-Regional Office-X, which is self-explanatory.

For your information and guidance.



FAX MESSAGE FOR TRANSMISSION

JANUARY 14, 2014



THE SCHOOLS DIVISION SUPERINTENDENTS
ASST. SCHOOLS DIVISION SUPERINTENDENTS-OIC
THIS OFFICE

PLEASE BE INFORMED THAT THERE EXISTS VACANT ITEM OF EDUCATION PROGRAM SUPERVISOR IN THE ALTERNATIVE LEARNING SYSTEM DIVISION (ALSD) IN THIS OFFICE WITH THE FOLLOWING QUALIFICATIONS:

- EDUCATION: MASTER'S DEGREE IN EDUCATION OR OTHER RELEVANT MASTER'S DEGREE WITH SPECIFIC AREA OF SPECIALIZATION.
- EXPERIENCE: 2 YEARS AS PRINCIPAL, OR
2 YEARS AS HEAD TEACHER, OR
2 YEARS AS MASTER TEACHER
- TRAINING: 8 HOURS OF RELEVANT TRAINING
- ELIGIBILITY: RA 1080 (TEACHER)

INTERESTED APPLICANTS IN YOUR DIVISION MAY SUBMIT THE FOLLOWING DOCUMENTS TO THE ADMINISTRATIVE OFFICER V (PERSONNEL) IN THIS OFFICE FOR REVIEW AND EVALUATION ON OR BEFORE JANUARY 24, 2014.

1. APPLICATION LETTER
2. PERSONAL DATA SHEET WITH 2X2 PICTURE ATTACHED (4 COPIES)
3. UPDATED COPY OF SERVICE RECORD
4. COPY OF TRANSCRIPT OF RECORDS
5. PERFORMANCE RATING FOR THE LAST THREE (3) RATING PERIODS
6. COPY OF ELIGIBILITY
7. COPY OF SEMINARS AND TRAININGS ATTENDED
8. PROOFS OF AWARDS RECEIVED, IF ANY

RD RACOMA

SENDER:

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ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer



"Bawat Bata Mahalaga, Sa Paaralan Dalhin Sila"