



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

109 Years of Service;  
Civil Service at Its Best  
*Mamamayan Muna*

**VALISNO, Mona D.**  
Re: Qualification Standards for Education Program  
Supervisor Positions at the Department of  
Education  
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Number: 1000275  
Promulgated: 02 NOV 2010

**RESOLUTION**

Mona D. Valisno, former Secretary, Department of Education, submitted for approval the proposed qualification standards for the position of Education Program Supervisor.

The proposed qualification standards for Education Program Supervisor are as follows:

- 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)

As a result of the implementation of Senate and House of Representatives Joint Resolution No. 4, s. 2009, the position of Education Supervisor I, SG-19 (Division Office); Education Supervisor II, SG-20 (Regional Office); and Education Supervisor III, SG-22 (Regional Office) were reallocated by the DBM to Education Program Supervisor position with SG-22.

The position of Education Program Supervisor (SG-22) is a new position title which does not appear in the Index of Occupational Services Issued by the DBM.

Records also show that the duties and responsibilities attached to the position of Education Program Supervisor (SG-22) are, as follows:

1. Formulates plans and policies relative to the evaluation of instruction in consonance with national development plans.
2. Supervises and coordinates research projects and evaluation activities.
3. Undertakes basic and action researches designed to improve curriculum and instruction.

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*[Signature]*  
**SEYMOUR B. PAJARES**  
Chief Personnel Specialist  
Compensation, Recruitment & Labor Office

4. Prepares and/or evaluates research plans and designs of experiments to be conducted.
5. Provides leadership in the effective use of research and evaluation techniques.
6. Evaluates reports on research projects and evaluation activities.
7. Develops and administers testing program and remedial teaching in every school.
8. Observes evaluation of classroom instruction and makes suggestions for improvement.
9. Initiates and coordinates workshops, seminars and other in-service training activities in the field of research and evaluation and serves as consultant or resource person in similar activities.
10. Supervises the development of evaluative criteria on the different aspects of instructional program.
11. Prepares memoranda, bulletins, handbooks, etc. on research evaluation.
12. Assists in the implementation of laws, policies, plans, programs, rules and regulations pertaining to curriculum development, staff development and school facilities improvement in the different divisions and schools in the region.
13. Assists in the preparation and implementation of plans, projects and activities relevant to curriculum revision and development, evaluation and improvement of teaching techniques and strategies, and updating and development of school facilities in the public and private schools.
14. Prepares guidelines and programs of work of the different personnel in the division/region in matters pertaining to curriculum revision and development, staff development and schools facilities improvement.
15. Supervises the preparation of the following:
  - a. Reports on school visits;
  - b. Annual reports;
  - c. Publications such as circulars, bulletins, memoranda and others for the information and guidance of all concerned;
  - d. Inventory of priority needs, problems and resources of the office.
16. Participates in meetings pertinent to different aspects of higher education.
17. Does related work.

Item No. 2, Part I (General Policies) of MC No. 12, s. 2003 provides:

x x x

*"Appointment to positions in government without qualification standards shall be disapproved or invalidated. x x x"*

Section 22 (3), Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

*"(3) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office."*  
(underscoring supplied)

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Chief Personnel Specialist  
Commission on Government & Labor Office

Moreover, Policy No. 2 Part I – General Policies of the Revised Policies on Qualification Standards, partly reads:

*"(4) Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned." (underscoring supplied)*

In view thereof, and considering the duties and responsibilities inherent to the position, and inasmuch as the proposed qualification standards for the position of Education Supervisor (SG-22) are in accordance with the existing policy in the formulation of qualification standards, the Commission **RESOLVES** as it is hereby **RESOLVED** to approve the abovementioned request.

**RESOLVED FURTHER** that the above qualification standards shall be the basis of the Civil Service Commission in attesting appointments for the position of Education Program Supervisor in the Department of Education.

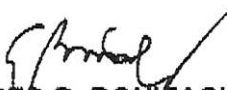
Quezon City,

  
FRANCISCO Y. DUQUE III  
Chairman

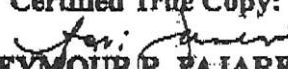
  
CESAR D. BUENAFLOR  
Commissioner

  
MARY ANN Z. FERNANDEZ-MENDOZA  
Commissioner

Attested By:

  
DOLORES B. BONIFACIO  
Director IV  
Commission Secretariat and Liaison Office

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