



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

## VACANCY ANNOUNCEMENT

<b>STRAND</b>	Governance and Operations
<b>BUREAU/SERVICE/OFFICE:</b>	National Educators Academy of the Philippines
<b>DIVISION/UNIT:</b>	Professional Development Division

POSITION PROFILE	
<b>Position:</b> Education Program Specialist II	<b>Salary Grade:</b> SG 16 <b>Annual Salary: 322,536</b>
<b>Item No.:</b> OSEC-DECSB-EPS2-5-1998	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits
CORE COMPETENCIES	
<ul style="list-style-type: none"><li>• Self-management</li><li>• Professionalism and ethics</li><li>• Result focus</li><li>• Teamwork</li><li>• Service orientation</li><li>• Innovation</li></ul>	
QUALIFICATIONS	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

### APPLICATION PROCEDURE

1. Register and apply for a position at <http://tinyurl.com/DepEd-Kalibr>.
2. Submit the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Alonzo Building) on or before **December 21, 2015:**
  - a. Letter of Intent (addressed to the Chief of the Personnel Division)
  - b. Duly accomplished Personal Data Sheet (CSC Form 212)
  - c. Curriculum Vitae
  - d. Photocopy of one (1) government-issued ID
  - e. One (1) Certified True Copy of Certificate of Eligibility
  - f. One (1) Certified True Copy of the latest Transcript of Records
  - g. One (1) Certified True Copy of the Performance ratings for the last 3 rating periods
  - h. Certificates of relevant trainings and seminars attended
  - i. Certificates of outstanding accomplishments
  - j. E-copy of all submitted documents (enclosed in a CD)
3. Applicants are expected to:
  - Bring all original documents for verification purposes; and
  - Submit one set of documents for every position he/she is applying for.