



VACANCY ANNOUNCEMENT

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| BUREAU/SERVICE/OFFICE: | Bureau of Curriculum Development |
| DIVISION/UNIT: | Curriculum Standards Development Division |
| POSITION PROFILE | |
| Position: Senior Education Program Specialist | Salary Grade: 19 Annual Salary: Php 505, 188.00 |
| Item No.: (1 item) OSEC-DECSB-SREPS-45-2015 | Benefits: Refer to the Summary of Compensation and other benefits |
| JOB DESCRIPTION | |
| In line with the set framework, guidelines and policies, this position is responsible for the creation of basic education curriculum specifically for Grade 4, 5 & 6 (Elementary, G 4-6). This position also assists in the localization of standards and processes in the field offices. | |
| QUALIFICATIONS | |
| Education | Bachelor's degree in Education or its equivalent AND completion of academic requirements for Master's degree relevant to the job |
| Experience | 2 years of experience in education research, development, implementation or other relevant experience |
| Training | 8 hours of relevant training |
| Eligibility | PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position |

APPLICATION PROCEDURE

- 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, Teodora Alonzo Building) on or before **July 31, 2018**:
 - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017). *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - Curriculum Vitae
 - Photocopy of one (1) government-issued ID
 - Photocopy of Certificate of Eligibility
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - E-copy of all submitted documents (enclosed in a CD)

** Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.