



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

## VACANCY ANNOUNCEMENT

|  |  |
|--|--|
| <b>BUREAU/SERVICE/OFFICE:</b>  | Bureau of Curriculum Development   |
| <b>DIVISION/UNIT:</b>  | Curriculum Standards Development Division  |
| <b>POSITION PROFILE</b>  |  |
| <b>Position:</b> Senior Education Program Specialist   | <b>Salary Grade:</b> 19<br><b>Annual Salary:</b> Php 505, 188.00   |
| <b>Item No.:</b> (1 item) OSEC-DECSB-SREPS-84-1998   | <b>Benefits:</b> Refer to the Summary of Compensation and other benefits   |
| <b>JOB DESCRIPTION</b>   |  |
| In line with the set framework, guidelines and policies, this position is responsible for the creation of basic education curriculum of <b>MAPEH</b> . This position also assists in the localization of standards and processes in the field offices. |  |
| <b>QUALIFICATIONS</b>  |  |
| 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

1. **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**:
  - a. 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.
  - b. 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>*
  - c. Curriculum Vitae
  - d. Photocopy of one (1) government-issued ID
  - e. Photocopy of Certificate of Eligibility
  - f. Photocopy of the latest Transcript of Records
  - g. 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)\*
  - h. Certificates of relevant trainings and seminars attended
  - i. Certificates of outstanding accomplishments
  - j. 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).*
2. 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.