



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 <b>Annual Salary:</b> Php 505, 188.00
<b>Item No.:</b> (2 items) OSEC-DECSB-SREPS-80-1998 OSEC-DECSB-SREPS-75-1998	<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 <b>Science</b> education curriculum. 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

- 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.