



VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Curriculum Development
DIVISION/UNIT:	Curriculum Standards Development Division

POSITION PROFILE	
Position: Supervising Education Program Specialist	Salary Grade: 22 Annual Salary: Php 704,604.00
Item No.: (1 item) OSEC-DECSB-SVEPS-36-2015	Benefits: Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION
This position is responsible for supervision and formulation of the curriculum program's contents, performance standards and curriculum guides of basic education nationwide specifically for Kindergarten and Grade 1, 2 & 3 (K-3) .
This position is also responsible for the supervision of the day-to-day activities of the division includes the development of team's skills in the performance of their roles.

QUALIFICATIONS	
Education	Master's degree in Education or other relevant Master's degree
Experience	3 years of experience in education research, development, implementation or other relevant experience
Training	16 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.