REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City, Philippines

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Curriculum Development
DIVISION/UNIT:	Special Curricular Programs Division

POSITION PROFILE	
Position: Senior Education Program Specialist	**Salary Grade:** 19 **Annual Salary:** Php 505,188.00
Item No.: (1 item) OSEC-DECSB-SREPS-59-2015	**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 special education guides of **Arts/SPA** curriculum.

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

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.