



VACANCY ANNOUNCEMENT

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

| POSITION PROFILE | |
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| Position: Supervising Education Program Specialist | Salary Grade: 22 Annual Salary: Php 704,604.00 |
| Item No.: (1 item) OSEC-DECSB-SVEPS-49-2015 | Benefits: Refer to the Summary of Compensation and other benefits |

| JOB DESCRIPTION |
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| This position is responsible for supervision and formulation of the special curriculum program's contents and performance standards and special curriculum guides nationwide specifically on Arts/SPA . |
| 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 | |
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| 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.