



## VACANCY ANNOUNCEMENT

<b>BUREAU/SERVICE/OFFICE:</b>	Bureau of Human Resource and Organizational Development
<b>DIVISION/UNIT:</b>	Human Resource Development Division

POSITION PROFILE	
<b>Position:</b> Project Development Officer III	<b>Salary Grade:</b> 18 <b>Annual Salary:</b> Php 457,020.00
<b>Item No.:</b> OSEC-DECSB-PDO3-35-2015	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION
The position is responsible for prepare and formulate specific objectives and work plans, projects and programs that are aligned with the direction set by the PDO V in the development of HRMD Framework and Master Plan.
The position is also responsible for providing technical inputs and assistance to ensure that the national HRMD Framework and Master Plan are translated into functional relevant and time-bound HR systems, processes, policies, and standards

QUALIFICATIONS	
Education	Bachelor's degree relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

### 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.