



VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Learning Resources
DIVISION/UNIT:	Learning Resources Production Division

POSITION PROFILE	
Position: Proofreader II*	Salary Grade: 6 Annual Salary: Php 172,080.00
Item No.: OSEC-DECSB-PROOF2-7-1998	Benefits: Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION	
This position is responsible for the checking and validating the accuracy and completeness of the information in the braille books.	
<i>*Qualified individuals with disability are encouraged to apply (Republic Act No. 7277 Magna Carta for Disabled Persons, Chapter 1, Section 5 Equal Opportunity for Employment)</i>	
<i>**Applicants should have knowledge in braille system.</i>	

QUALIFICATIONS	
Education	Completion of 2 years studies in college
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-professional) First 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.