



## VACANCY ANNOUNCEMENT

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

### POSITION PROFILE

<b>Position:</b> Science Research Technician I*	<b>Salary Grade:</b> 9 <b>Annual Salary:</b> Php 209,676.00
<b>Item No.:</b> OSEC-DECSB-SRT1-3-1998	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits

### JOB DESCRIPTION

This position is responsible for the overall operation and maintenance of production and office machines in the division to ensure that all equipment are in good condition through regular conduct of preventive maintenance and repair procedures while practicing safety precautions at work. It is responsible for providing technical support in the research and development of the appropriate electrical and mechanical components of the learning material, and testing of the developed prototypes.

*\*This position will be assigned to Bureau of Learning Resources, National Science Teaching Instrumentation Center (NSTIC) located at the Ecotech Compound, Sudlon, Luhug, Cebu City.*

### QUALIFICATIONS

Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
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.