



VACANCY ANNOUNCEMENT

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

POSITION PROFILE

Position: Science Research Technician II*	Salary Grade: 11 Annual Salary: Php 242,148.00
Item No.: OSEC-DECSB-SRT2-2-1998	Benefits: Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION

Design Unit

This position is responsible for the creation and design of the learning resource materials and conduct of quality check to ensure that specified designs are followed during production. Furthermore, this also handles inventory of supplies and records management of design plans.

Production Unit

This position is responsible for preventive maintenance and repairs of all electric systems in the division including machines and office equipment to ensure that all are in good condition while practicing safety precautions at work.

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

QUALIFICATIONS

Education	Completion of 2 years studies in college
Experience	2 years of relevant experience
Training	8 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.