



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

VACANCY ANNOUNCEMENT

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

POSITION PROFILE	
Position: Chief Education Program Specialist	Salary Grade: 24 Annual Salary: Php 879,588.00
Item No.: OSEC-DECSB-CEPS3-1998	Benefits: Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION
This position is responsible for leading the formulation and development of the special curriculum program's contents and performance standards for basic education nationwide. It also includes the management of the day-to-day activities of the division as well as the supervision, development of team's skills in the performance of their roles. Leads and manages the work of the team that will help ensure that the Division has the resources, technical assistance and ability to implement programs and projects, and monitor and evaluate them.

QUALIFICATIONS	
Education	Master's Degree in Education or other relevant Master's Degree
Experience	4 years in position/s involving management and supervision
Training	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years
Eligibility	PBET/ Teacher/ Career Service (Professional) Appropriate Eligibility for Second Level

APPLICATION PROCEDURE

1. **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 **August 16, 2018:**

- a. 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.
- b. Duly accomplished Personal Data Sheet (CSC Form 212)
You may download this form at <http://tinyurl.com/deped-ePDS>
- c. Curriculum Vitae
- d. Photocopy of one (1) government-issued ID
- e. Photocopy of Certificate of Eligibility
- f. Photocopy of the latest Transcript of Records
- g. 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)*
- h. Certificates of relevant trainings and seminars attended
- i. Certificates of outstanding accomplishments
- j. 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).*

2. 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.