



## VACANCY ANNOUNCEMENT

<b>STRAND</b>	Governance and Operations
<b>BUREAU/SERVICE/OFFICE:</b>	Bureau of Human Resource and Organizational Development
<b>FUNCTION OF OFFICE</b>	<ul style="list-style-type: none"> <li>• Develop and implement an Organization Development (OD) Framework for the Department that is responsive to aspirations of the organization to support the delivery of basic education;</li> <li>• Formulate a National Strategic Human Resource Management and Development (HRMD) Framework and Master Plan on recruitment and selection, deployment, promotion, performance management, career progression, training and development and continuing professional education to guide implementation of HR programs and projects</li> <li>• Collaborate with the Project Development Division (PDD) of the Project Management Service (PMS), design Education Development Programs and Projects (EDPPs) in the context of the organization development framework and plan of the Department;</li> <li>• Integrate and orchestrate the development of all national policy and operational frameworks of the different offices in the Department;</li> <li>• Integrate and orchestrate the implementation of the organization development and management agenda and programs;</li> <li>• Manage, coordinate and implement specific EDPPs to ensure relevance, quality, completion and sustainability of results;</li> <li>• Develop and strengthen the in-house agency capability on the operation and management of organization development and change initiatives;</li> <li>• Generate knowledge and information derived from the implementation and evaluation of EDPPs for future development and design initiatives.</li> </ul>
<b>OFFICES UNDER:</b>	<ul style="list-style-type: none"> <li>• Human Resource Development Division</li> <li>• Organization Effectiveness Division</li> <li>• School Effectiveness Division</li> </ul>

POSITION PROFILE	
<b>Position:</b> Director III	<b>Salary Grade:</b> SG 27 <b>Annual Salary:</b> Php 1,234,920.00
<b>Item No.:</b> OSEC-DECSB-DIR3-4-2015	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits
<b>Reports to:</b> Undersecretary/Assistant Secretary	
CORE COMPETENCIES	
<ul style="list-style-type: none"> <li>• Self-management</li> <li>• Professionalism and ethics</li> <li>• Result focus</li> <li>• Teamwork</li> <li>• Service orientation</li> <li>• Innovation</li> </ul>	
LEADERSHIP COMPETENCIES	
<ul style="list-style-type: none"> <li>• Leading people</li> <li>• People performance management</li> <li>• People development</li> </ul>	
QUALIFICATIONS	
Education	Bachelor's degree
Experience	3 years of supervisory experience
Training	None required
Eligibility	Career Executive Service Eligibility

## DOCUMENTARY REQUIREMENTS

1. **Submit** the following documentary requirements in a **portfolio format** 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.