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

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Planning Service
DIVISION/UNIT:	Policy Research and Development Division

POSITION PROFILE	
Position: Senior Education Program Specialist	**Salary Grade:** 19 **Annual Salary:** Php 505,188.00
Item No.: OSEC-DECSB-SREPS-55-1998	**Benefits:** Refer to the Summary of Compensation and other benefits

JOB DESCRIPTION
This is the lead technical position, responsible for ensuring the efficient execution of DepEd's National Policy and Research Agenda. This position provides technical assistance to Central and Regional through their expertise, conduct of research management, policy development, evaluation and reports on progress.

QUALIFICATIONS	
Education	Bachelor's degree in Education or its equivalent **and** completion of academic requirements for Master's degree relevant to the job[1]
Experience	2 years experience in education research, development, implementation or other relevant experience[2]
Training	8 hours of relevant training[3]
Eligibility	RA 1080 PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position

[1]Preferred relevant degrees are Social Sciences, Public Administration, and Educational Management
[2]Preferably has experience in designing and implementing programs and project, doing research and technical reports, designing and executing Monitoring and Evaluation (M&E) programs, and doing policy development
[2]Preferably has supervisory experience, including preparing professional development programs
[3] Preferably has attended trainings focused on program and planning development and management, M&E, and policy development

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 **December 18, 2018**:
   - **a.** Letter of Intent (addressed to Mr. Albert Jerome C. Andres, SAO-OIC 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 Revised 2017) and Work Experience Sheet. *You may download these forms at http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*
   - **c.** Curriculum Vitae
   - **d.** Photocopy of one (1) government-issued ID
   - **e.** One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained
   - **f.** Photocopy of the latest Transcript of Records
   - **g.** Photocopy of the 3 Performance ratings for the last 3 rating periods from January 2016 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.