



Republic of the Philippines
Department of Education

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Learner Support Services
DIVISION/UNIT:	School Health Division
POSITION PROFILE	
Position: Supervising Health Program Officer	Salary Grade: 22 Annual Salary: Php 802,404.00
Item No.: OSEC-DECSB-SVHPO-1-1998	Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus
JOB DESCRIPTION	
This position is responsible for assisting the Chief Health Program Officer in the supervision of the Division in the development of policies, standards and guidelines on school health and nutrition programs that complement the curricular offerings. This position is also responsible in providing technical, resource support and coordination with advocacy partners and linkages.	
QUALIFICATIONS	
Education	Master's degree in public health or other related courses as area of specialization
Experience	3 years' experience in various health development projects/programs or other relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements through Tinyurl.com/depedcob74 on or before **February 3, 2021**:
 - a. Letter of Intent (addressed to Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, 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) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
 - f. Photocopy of the **latest** Transcript of Records
 - g. Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2019 & 2020)** (**one (1) performance rating is equivalent to six (6) months**)
 - h. Certificates of **relevant trainings** and **seminars** attended
 - i. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**)

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