



Republic of the Philippines  
**Department of Education**  
**VACANCY ANNOUNCEMENT**

<b>BUREAU/SERVICE:</b>	Bureau Of Learning Resources
<b>DIVISION/UNIT:</b>	Learning Resources Production Division
<b>POSITION PROFILE</b>	
<b>Position:</b> Project Development Officer II	<b>Salary Grade:</b> 15 <b>Annual Salary:</b> ₱ 402,900.00
<b>Item No.:</b> <b>OSEC-DECSB-PDO2-4-1998</b>	<b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year bonus</li><li>• Productivity Enhancement Incentive</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end bonus</li></ul>
<b>JOB DESCRIPTION</b>	
<p>This position is responsible for the overall monitoring and inspection althroughout the production process from printing, binding, and packaging of learning resource materials to achieve compliance with the specifications and standards of DepEd.</p> <p>This position is reponsible for the distribution monitoring, supplier payment processing, fund monitoring, contract reviewing, and field monitoring activities of DepEd offices, in relation to the procurement and distribution of learning resources and relationship management with the concerned stakeholders.</p> <p>This position is responsible for providing technical support to the Project Development Officer III to ensure that procurement, delivery, and allocation of learning resource materials are achieved; coordination with the different DepEd offices for proper implementation and monitoring of BLR programs related to the distribution and allocation of LR's in the respective schools/districts.</p>	
<b>QUALIFICATIONS</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirements\* through <https://bit.ly/depedcob81> \*\* on or before **September 30, 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 (2020 & 2021)** (**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**)

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

\* *Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.*

\*\* *If the link does not redirect you to the online application form, please type the address manually.*