Republic of the Philippines
Department of Education

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Office Of The Secretary
DIVISION/UNIT:	Literacy Coordinating Council

POSITION PROFILE	
Position: Project Development Officer I	**Salary Grade:** 11 **Annual Salary: ₱ 286,524.00**
Item No.: **OSEC-DECSB-PDO1-23-2015**	**Other Incentives/Bonuses:** • Monthly Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus

JOB DESCRIPTION

The position is responsible for the collection, processing and validation of data and information required for the operations of the assigned component. This position also performs basic data analysis and interpretation, manages the LCC database system, maintains resource documents, reference materials and records for the component, prepares and consolidate reports and communications concerning assigned project component including databank of NGOs and other civil society groups.

The position is also assists in the preparation of LCC's work and financial plan, the preparation of memoranda of agreements with research/project proponents, resource persons, consultants, and other agencies or entities doing coordinative work/activities with LCC, the conduct of field validation and preparing periodic and special reports. Furthermore, they also assist the Head of Office and Project Development Officers in all phases of work relative to the component, manages PMIS, coordinate with service bureaus on the printing of IEC and other similar materials and proofreads program materials intended for information dissemination campaign of the Council.

QUALIFICATIONS	
Education	Bachelor's degree on Information Technology or other related courses
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Other Requirements	Has knowledge and experience in database management, software or system development or maintenance

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements* through https://bit.ly/depedcob87 ** on or before **January 31, 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.*