Regional Memorandum

REPOSTING VACANCY FOR THE EDUCATION PROGRAM SPECIALIST II (EPS II) POSITION

To Regional Office Officials and Employees
Schools Division Superintendents
All Others Concerned

1. Due to the inadequacy of qualified applicants, this is to repost the vacancy in the Regional Office for the position stated below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class or political affiliation.

<table>
<thead>
<tr>
<th>Position</th>
<th>DBM Plantilla Item No.</th>
<th>Salary Grade</th>
<th>Monthly Salary (NBC 579)</th>
<th>No. of Position/ s</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Program Specialist II (EPS II)</td>
<td>OSEC-DECSB-EPS2-270002-2020</td>
<td>16</td>
<td>P35,106.00</td>
<td>1</td>
<td>Regional Office IV-A CALABARZON</td>
</tr>
</tbody>
</table>

2. The Qualification Standards (QS) of the above mentioned position are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Program Specialist II (EPS II)</td>
<td>Bachelor's degree in Education or its equivalent</td>
<td>4 hours of relevant training</td>
<td>2 years experience in education research, development, implementation or other relevant experience</td>
<td>RA 1080 (PBET/Teacher); Career Service Professional; Appropriate Eligibility for Second Level Position</td>
</tr>
</tbody>
</table>
3. Preferably, applicants for the Education Program Specialist II (EPS II) must have the following competencies:

- Has a conceptual and technical background on training and program development;
- Can work on ICT-related applications and tools to support conceptualization and efficient program delivery;
- Has basic knowledge on data analysis, management tools and applications; and
- Has acquired facilitation and organizational skills.

4. Below are the duties and responsibilities of the Education Program Specialist II (EPS II):

<table>
<thead>
<tr>
<th>Position/Division</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
</table>
| **Education Program Specialist II (EPS II)** – Human Resource Development Division (HRDD) – NEAP | **Program Development and Delivery**
1. Assist in the development and delivery of professional learning programs that respond to the needs of the teachers and school leaders in the region based on their context
2. Coordinate with NEP CO-Program Delivery Team in the implementation of professional development interventions including the identification and accreditation of learning facilitators, resource persons/experts, coaches and mentors |
| | **Program Evaluation**
1. Assist in the creation of Regional-Technical Working Group (TWG) for evaluation and accreditation of programs and service providers in the Region
2. Conduct evaluation of PD interventions within the region |
<table>
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<tr>
<th><strong>Liaison</strong></th>
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<td>1. Identify and collaborate with PD partners, both internal and external including Higher Education Institutions (HEIs) and Non-Government Organizations (NGOs)</td>
</tr>
<tr>
<td>2. Coordinate with NEAP CO in managing NEAP online presence and public messaging, communication and public affairs of NEAP RO</td>
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<th><strong>Secondary Duties</strong></th>
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<td>Perform other functions as assigned.</td>
</tr>
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</table>

5. Interested qualified applicants shall submit documents with “ear tags” following the arrangements below:

   a. Letter of intent addressed to the Regional Director
   b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
   c. Authenticated copy of PRC ID/CSC Eligibility
   d. Performance Ratings (duly signed) – 3 consecutive years
   e. Updated Service Record
   f. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status
   g. Outstanding Accomplishments (if any)
      1) Outstanding Employee Award/s
      2) Innovations
      3) Research and Development Projects
      4) Publication/Authorship
      5) Consultant/Resource Speaker in Trainings/Seminar
   h. Authenticated copy of Transcript of Records (TOR) and Diploma/Certification on CAR
   i. Certificate of Training/s Attended (must be relevant to the position being applied and not credited during the last promotion)
   j. Latest approved appointment (if any)

6. Applicants must ensure that their documents are complete and accurate.

7. Application documents shall be accepted until September 4, 2020. Late documents shall not be accepted. Only those applicants with complete requirements shall be entertained.
8. The initial evaluation of documents may commence once the ten (10) calendar-day publication requirement is met.

9. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

10. Applicants may refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" for the criteria and number of points assigned to each criterion.

11. Wide and immediate dissemination of this Memorandum is desired.
Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Place of Assignment</th>
</tr>
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<tr>
<td>1</td>
<td>Education Program Specialist II</td>
<td>OSEC-DECSS-EPS2-270002-2020</td>
<td>16</td>
<td>35105</td>
<td>Bachelor’s degree in Education or its equivalent</td>
<td>4 hours of relevant training</td>
</tr>
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 4, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

WILFREDO E. CABRAL
Regional Director
DepEd Region IV-A CALABARZON, Gata 2 Karangalan Village, Cagaita, Rizal
personnel.calabarzon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Education, Region IV-A CALABARZON adheres to the "Equal Employment Opportunity Principle (EEOP)." All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
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<tr>
<td>1</td>
<td>Education Program Specialist II</td>
<td>OSEC-DECSB-EP52-270002-2020</td>
<td>16</td>
<td>Bachelor's degree in Education or its equivalent</td>
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