



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

06 OCT 2021

DIVISION MEMORANDUM
No. 790, s. 2021

ANNOUNCING THE VACANT POSITION FOR
SENIOR EDUCATION PROGRAM SPECIALIST
(For Human Resource Development)

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the position of Senior Education Program Specialist (SG-19) for HRD, with the following minimum qualification requirements:

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

2. Interested and qualified applicants are requested to submit written application supported by certified copies of the following papers to the Office of the Schools Division Superintendent, in one (1) folder on or before **October 22, 2021**.

- a) Fully accomplished Personal Data Sheet (PDS)
- b) Latest Approved Performance Rating (for the last 3 years)
- c) Service Record duly signed by the Administrative Officer V



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Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- d) Certificate of Employment, or appointment or contract of service
- e) Certificate of eligibility/rating/license
- f) Outstanding/meritorious Accomplishments
 - Awards - the certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (for non-DepEd applicants)
 - Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)
 - Research and Development Project - must be approved by the Schools Division Superintendent
 - Publication - with analysis and must be educational
 - Consultancy/Resource Speaker - must be supported by any of the ff: memorandum, invitation letter, authority to travel, etc.
- g) Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- h) Certificate of trainings/seminars/scholarship grant attended; and
- i) Other pertinent documents with table of contents and proper tabbings.

3. **DepEd Order No. 66, s. 2007** shall be the basis for evaluation of these papers.
4. Additional documents after the said period shall **no longer be entertained**.
5. It is desired that this Memorandum be given widest dissemination.

SP Paulin
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

10/6/2021

SPP/NOR-JMA-MKP/AdS/LBY/jcadiente
October 4, 2021



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