



**Republic of the Philippines**  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Notice of Vacancy**  
**December 13, 2021**  
**NV No. 2021-031**

Position Title	Plantilla Item No.	Place of Assignment
One (1) Senior Education Program Specialist (Planning and Research)	SREPS-840152-2014	Schools Division of South Cotabato – School Governance and Operations Division (SGOD)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Senior Education Program Specialist (Planning and Research)	19	Php 48,313.00	Bachelor's degree in Education or its equivalent and completion of academic requirement for master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position

*SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato  
**Telephone Number:** (083) 228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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**Duties and Responsibilities of Senior Education Program Specialist (Planning and Research)**

To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans.

To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers and of the units in the division office.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Planning Frame, Systems and Plans</b>	<ol style="list-style-type: none"> <li>1. Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division.</li> <li>2. Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS.</li> <li>3. Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS.</li> <li>4. Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system.</li> <li>5. Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to education planning system, planning standards and criteria and planning processes based on action research.</li> <li>6. Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.</li> </ol>
<b>Research</b>	<ol style="list-style-type: none"> <li>1. Prepare the Division research agenda based on Basic Education Research Fund (BERF) standards.</li> <li>2. Monitor for the implementation of the approved Division research agenda.</li> </ol>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Basic Education Information System (E-BEIS) Maintenance and Report Generation</b>	<ol style="list-style-type: none"> <li>1. Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making.</li> <li>2. Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation.</li> <li>3. Lead in designing, coordinating and implementing policy and planning research studies as identified by M &amp; E reports. TA reports, the management of the schools division, schools and learning centers.</li> </ol>
<b>Technical Assistance</b>	<ol style="list-style-type: none"> <li>1. Provide Technical Assistance to schools and learning centres by responding to the identified needs in relation to planning and other matters on governance and operations</li> </ol>

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent  
 DepEd Division of South Cotabato  
 Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**  
 Asst. Schools Division Superintendent  
 HRMPSB Chairman

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- b. Personal Data Sheet (PDS Revised March 2017);
- c. Original Copy of Official Transcript of Records w/ S.O. (To be returned after the selection process);
- d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- f. Service Record / Employment Certificate; and
- g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.
- h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

**PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED** (use safety paper fastener) **PERTINENT DOCUMENTS.**

- **Criteria for Evaluation:** 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.
- **Deadline for submission of pertinent documents: December 23, 2021**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.

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- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSB](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB) for your online registration.

**RUTH L. ESTACIO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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