



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

Notice of Vacancy
January 23, 2023
NV No. 2023-009

Position Title	Plantilla Item No.	Place of Assignment
One (1) Education Program Specialist II (Social Mobilization and Networking)	OSEC-DECSB-EPS2-840159-2014	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
One (1) Education Program Specialist II (Social Mobilization and Networking)	16	Php 39,672.00	Bachelor's Degree in Education or its equivalent	2 years of experience in education, research, development, implementation or other relevant experience	4 hours relevant training	RA 1080 (LET) or its Equivalent; Career Service Second Level Eligibility (Professional)

Duties and Responsibilities of *Education Program Specialist II (Social Mobilization and Networking)*

To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

SDOSC-OSDS-HRMPSTB-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





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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RESOURCING	<ul style="list-style-type: none"> • Provide assistance and support in the preparation and implementation of advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education • Provide assistance and support in monitoring progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships • Assist in preparing draft for partnership proposals for recommendation to the SDS • Assist in the drafting of Memorandum of Agreement / Understanding for recommendation to the SDS.
SUSTAINED PARTNERSHIPS	<ul style="list-style-type: none"> • Draft write up on updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support. • Develop and maintain a data base of Programs supported by Stakeholders (existing and New Ones) • Assist in preparing a Final Report of Accomplishment of Programs supported by stakeholders to provide feedback and generate continuous support • Assist in monitoring implementation of programs and projects focused on resource mobilization and submit report to management to provide feedback and generate continuous support.
RESEARCH AND DEVELOPMENT	<ul style="list-style-type: none"> • Assist in the conduct of action research on factors contributing to successful participation and provision of resources for school governance.
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Assist in the provision of Technical Assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to social mobilization and governance and operations.

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:**

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- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

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

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);
- 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 **innovation** (shall attach documentation of the innovation), **research and development projects** (shall attach copy of the research conducted in your work place), **publication/authorship** (shall attach copy of articles/book with cover page including name/s of the author and publication date) & **speakership/consultancy** (shall attach copy of speakership certificate).
- 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.**

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- **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:** **February 09, 2023**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit **One (1) Set** of pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSE for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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