



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
 Superintendent

05 Feb 2024

DIVISION MEMORANDUM  
 OSDS No. **017**, s. 2024

NOTICE OF VACANCY FOR SENIOR EDUCATION PROGRAM SPECIALIST

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the following vacant position:
  - a. **Position Title:** Senior Education Program Specialist

**b. Position Details**

Position Title	No.	Plantilla Item Number	Place of Assignment
Senior Education Program Specialist	1	OSEC-DECSB-SREPS-840152-2014	SDO – School Governance Operation Division

**c. CSC Qualification Standards**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Senior Education Program Specialist	19	51,357.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation or other relevant experience	8 hours relevant training	RA 1080 (LET or its equivalent); Career Service (Professional) Appropriate Eligibility for Second Level Position



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Planning Frame, Systems and Plans	<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 SOS.</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 school's division for submission to the management of the school's division.</li></ol>
Research	<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>
Basic Education Information System (E-BEIS) Maintenance and Report Generation	<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</li></ol>



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	reliable and accurate resource allocation. 3. Lead in designing, coordinating and implementing policy and planning research studies as identified by M & E reports. TA reports, the management of the school's division, schools and learning centers.
Technical Assistance	1. Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to planning and other matters on governance and operations.

**d. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Certificate of Career Service Eligibility (Professional) /valid and updated PRC License;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school;
- vii. Photocopy of Certificate of Relevant Trainings;
- viii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- ix. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- x. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant



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to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 007, s. 2023: Annex C; and

- xi. Other documents that can use as means of verification on the following:
1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
  2. Application of Education;
  3. Application of Learning and Development; and
  4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item d(ix) is not relevant to the position.

Pertinent papers of applicants shall include table of contents, properly **earmarked** and **sequentially arranged**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 4: **Criteria and Point System for Hiring and Promotion to Teaching-Related Positions**. The following is the point system for Evaluative Assessment for Teaching-Related Position: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

3. Application documents shall be submitted to the Schools Division Office on or before **February 29, 2024**. No pertinent papers shall be accepted thereafter.
4. Applicants shall be notified of the conduct of the activities in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.



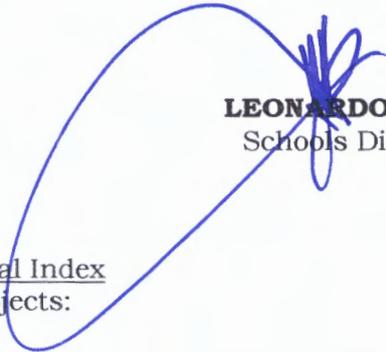
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5. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
6. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
7. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- notice of vacancy for senior education program specialist  
0000/February 05, 2024



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