



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

**Office of the Schools Division
 Superintendent**

5 Feb 2025

DIVISION MEMORANDUM
 OSDS No. **028**, s. 2025

NOTICE OF VACANCY FOR EDUCATION PROGRAM SPECIALIST II

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: Education Program Specialist II

b. Position Details

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Education Program Specialist II	1	OSEC-DECSB-EPS2-840160-2014	SGOD

c. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Education Program Specialist II	16	Php 43,560.00	Bachelor's Degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years of experience in education, research, development, implementation, or other relevant experience	4 hours relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south.cotabato@deped.gov.ph



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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility

Duties and Responsibilities of Education Program Specialist II (Human Resource Development)

Education Program Specialist II (Human Resource Development) assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
HR Strategic Plans and Policies	<ul style="list-style-type: none"> Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as the basis for HRD plans and programs. Assist in preparing a report on HR development needs and situation analysis to facilitate by providing the facts and data gathered. Assist in the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the school's division when needed.
Professional And Career Development	<ul style="list-style-type: none"> Provide technical support in identifying professional and competency development needs of individual personnel in the school's division, implementing the system designed for such, to arrive at profiles on individual and group competency development needs. Provide technical support in implementing a system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the school's division.
Training And Career Development Materials	<ul style="list-style-type: none"> Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements. Reproduce in print or electronic format training and development materials to be used as a reference by participants. Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Scholarship And Professional Program Coordination	<ul style="list-style-type: none"> • Provide technical support in the screening and selection of applicants for the scholarship by gathering additional data and coordinating the acquisition of supporting documents as a basis for final selection. • Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship. • Provide support in the registration of scholars in courses as needed. • Assist in monitoring, evaluating and submitting the report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
Training And Development Records	<ul style="list-style-type: none"> • Gather and encode data and maintain records on training participants and training and development activities using data capture tools and instruments designed for the system.
Succession and Exit	<ul style="list-style-type: none"> • Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool. • Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO. • Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as a reference in the selection process. • Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. • Gather data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace.
Employees Welfare	<ul style="list-style-type: none"> • Assist in gathering data on the welfare needs of employees. • Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups. • Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs. • Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	submission of a report on its status, progress, and impact to provide feedback to management.
Technical Assistance	<ul style="list-style-type: none">Assist in providing Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on 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. Attached the following documents to the application letter and sent to the address below:

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Career Service (Professional)/Appropriate Eligibility for 2nd level Position/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. Photocopy of Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. 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 to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 007, s. 2023: Annex C; and



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- x. 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(viii) is not relevant to the position.

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

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. 5: **Criteria and Point System for Hiring and Promotion to Related Teaching Positions**. The following is the point system for Evaluative Assessment for Non-teaching Positions: SG10-22 and SG 27:

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

3. The deadline for submission of pertinent documents shall be on **February 17, 2025** at the Division Office. No pertinent papers shall be accepted thereafter.
4. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
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.



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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 inquiry, personnel concerned may contact Ma. Luz E. Estember, AO IV – OIC Personnel Section at Messenger or at 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

MLE/DM- notice of vacancy for education program specialist ii
0000/February 5, 2025