



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

Office of the Schools Division
Superintendent

16 Jun 2025

DIVISION MEMORANDUM
OSDS No. **074** s. 2025

NOTICE OF VACANCY FOR EDUCATION PROGRAM SPECIALIST II (School
Management Monitoring and Evaluation)

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 of vacancy	Plantilla Item No.	Plantilla Assignment
Education Program Specialist II	1	OSEC-DECSB-EPS2-840158-2014	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	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



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Duties and Responsibilities of **Education Program Specialist II (School Management Monitoring and Evaluation)**:

Education Program Specialist II (School Management Monitoring and Evaluation) assist in providing technical support in implementing quality management systems in the school division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education. Also, to assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Quality Management System	<ul style="list-style-type: none">• Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on:<ul style="list-style-type: none">- School Planning- School Based Management- Implementation of Programs & Projects as basis for continuous improvement.• Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method.• Gather data as basis for M&E report on the performance of the Schools Division along:<ul style="list-style-type: none">- TA to schools and LCs- Equitable Distribution of educational resources to schools and LCs• Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.
Assessment	<ul style="list-style-type: none">• Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework• Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use• Gather data to assess result of tracking progress and for grading purposes.• Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.• Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to



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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	document process and recommendations for continuous improvement.
Assessment	<ul style="list-style-type: none">• Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework• Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use• Gather data to assess result of tracking progress and for grading purposes.• Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process.• Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
School Compliance to Quality Standards (Public and Private)	<ul style="list-style-type: none">• Information, Education and Advocacy Programs and Materials to Accreditation Standards• Validated documents of schools requesting permit to operate• Complete portfolio of documents of schools requesting to operate for submission to the regional office.
Research And Development	<ul style="list-style-type: none">• Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
Technical Assistance	<ul style="list-style-type: none">• Assist in the provision of Technical Assistance to schools and learning centers on the above areas. .

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



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

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
- 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:



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

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 **June 30, 2025** at the Schools 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.
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



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

Encl.: N o n e

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/June 16, 2025