



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

02 Dec 2022

DIVISION MEMORANDUM
No. 546, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
EDUCATION PROGRAM SPECIALIST II (HUMAN RESOURCE DEVELOPMENT)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office calls for the submission of Applications for Education Program Specialist II position in School Governance and Operations Division- Human Resource Development, until **December 29, 2022, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.”

3. The following qualification standards shall be considered:

Prescribed Qualifications

- a. *Education*: Bachelor's degree in Education or its equivalent
- b. *Training*: 4 hours of relevant training
- c. *Experience*: 1 year of relevant experience
- d. *Eligibility*: Career Service (Professional) Second Level eligibility

Required Competencies

- a. *Technical Competencies*: Data gathering, maintenance and analysis and HR strategic planning, policy formulation and implementation
- b. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-HRD-EPS2_Full Name (e.g. 2022-HRD-EPS2_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
- c. Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License
- d. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- e. Duly signed Service Record
- f. Photocopy of Certificates of Training
- g. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
- h. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- i. Photocopy of Latest Appointment, if applicable
- j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
- k. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker

5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.





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6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Rhea C. Batutay
	Anna Mae M. Atillo	Felanie Marie A. Lim
	Analy G. Fabria	Karen Rose A. Serrania
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
December 7, 2022, 10:00 AM	Orientation of Applicants via MS Teams or FB Live	Applicants, Personnel Unit and HRMPSB
Until December 29, 2022, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
January 03, 2023	Initial Evaluation	HRMO
January 04, 2023	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
January 11-13, 2023	Background Investigation	HRMPSB Secretariat
January 20, 2023	Interview and Final Deliberation	HRMPSB & Applicants
January 20, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

9. Immediate dissemination of this Memorandum to all concerned is enjoined.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



EDUCATION PROGRAM SPECIALIST II
(School Governance and Operations Division – Human Resource Development)

JOB SUMMARY

- To assist 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 AREAS	DUTIES AND RESPONSIBILITIES
HR Strategic Plans and Policies	<ol style="list-style-type: none"> 1. Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as basis for HRD plans and programs. 2. Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered 3. Assist in the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.
Professional and Career Development	<ol style="list-style-type: none"> 4. Provide technical support in identifying professional and competency development needs of individual personnel in the schools division, implementing the system designed for such, in order to arrive at profiles on individual and group competency development needs. 5. Provide technical support in implementing system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
Training and Career Development Materials	<ol style="list-style-type: none"> 6. Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements. 7. Reproduce in print or electronic format training and development materials to be used as reference by participants. 8. Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.
Scholarship and Professional Program Coordination	<ol style="list-style-type: none"> 9. Provide technical support in the screening and selection of applicants for scholarship by gathering additional data and coordinating acquisition of supporting documents as basis for final selection. 10. Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship. 11. Provide support in the registration of scholars in courses as needed. 12. Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.

Training And Development Records	13. 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	14. Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool 15. Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO 16. Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as reference in the selection process. 17. Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. 18. 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	19. Assist in gathering data on welfare needs of employees. 20. Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups. 21. Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs 22. Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and submission of report on its status, progress, and impact in order to provide feedback to management.
Technical Assistance	23. 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



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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Contact No.: _____
 Position Applied For: _____ Religion: _____
 Course: _____ Ethnicity: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
(a) Letter of intent addressed to the Schools Division Superintendent			
(b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet			
(c) Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License			
(d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e) Duly signed Service Record			
(f) Photocopy of Certificates of Training			
(g) Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment			
(h) Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom			
(i) Photocopy of Latest Appointment, if applicable			
(j) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled			
(k) All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker			

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

ANNA MAE M. ATILLO
Human Resource Management Officer II

