



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

18 May 2023

DIVISION MEMORANDUM  
No. 231, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
EDUCATION PROGRAM SPECIALIST II (SGOD)**

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 would like to inform all interested applicants for Education Program Specialist II (SGOD), that the deadline for submission of applications is extended until **June 02, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.	Station Assignment
Education Program Specialist II	OSEC-DECSB-EPS2-660046-2014	SDO-SGOD (M&E)
	OSEC-DECSB-EPS2-660047-2014	SDO-SGOD (HRD)

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education." Further, all previous applicants who submitted their application documents based on the previous Memoranda of this vacancy are encouraged to update their documents in accordance to the new recruitment guidelines to maximize their chances of earning competent rating result.
3. The assessment for this position shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;





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- b. **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development (L&D)** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments
4. The following qualification standards shall be considered:  
**Qualifications Standard (CSC-approved)**
- a. *Education:* Bachelor's degree in Education or its equivalent
  - b. *Training:* 4 hours of relevant training
  - c. *Experience:* 2 years of experience in education, research, development, implementation or other relevant experience
  - d. *Eligibility:* PBET; Teacher Career Service (Professional) Appropriate Eligibility to Second Level Position
- Required Competencies**
- a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - b. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills
5. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file of which shall be 2023-SGOD-EPS2\_Full Name (e.g. 2023-SGOD-EPS2\_Juana D. Cruz). **The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto: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. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
  - b. Letter of intent addressed to the Schools Division Superintendent
  - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;





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- d. Certified by PRC, Photocopy of Certificate of Eligibility/Report of Rating
- e. Certified by PRC, Photocopy of valid and updated PRC License/ID, if applicable
- f. Certified by the University, Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
- h. Photocopy of Certificates of Training if applicable
- i. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
- j. Photocopy of Latest Appointment, if applicable
- k. 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
- l. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points
  - i. Awards and Recognition MOVs:
    - (1) Memorandum or document showing the Criteria for the Search / Designation
    - (2) Certificate of recognition/Award
  - ii. Research and Innovation MOVs:
    - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
    - (2) Accomplishment report verified by the Head of Office
    - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office
    - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office
    - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page.
  - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
    - (1) Issuance/Memorandum showing the membership in NTWG or Committee





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- (2) Certificate of Participation or Attendance;
- (3) Output/ Adoption by the organization/DepEd
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
  - (1) Issuance/ Memorandum/ Invitations/ Training Matrix
  - (2) Certification of Recognition/Merit/Commendation/Appreciation
  - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
  - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- m. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
  - (1) Action Plan approved by the Head of Office
  - (2) Accomplishment Report verified by the Head of Office
  - (3) Certification of the utilization/adoption signed by the Head of Office
- n. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
  - (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
  - (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
  - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
  - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.





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6. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
7. 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.
8. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**RANDOLPH B. TORTOLA**   
Schools Division Superintendent

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

HIRING      RECRUITMENT      SELECTION



## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT


I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_


\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

 Department of Education	<b>JOB DESCRIPTION</b>		JD No. _____	Revision Code: 00
	<b>Position Title</b>	Education Program Specialist II	<b>Salary Grade</b>	16
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office	
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	School Governance and Operations Division – School Management Monitoring and Evaluation	
<b>Reports to</b>	Senior Education Program Specialist	<b>Effectivity Date</b>		
<b>Positions Supervised</b>				
<b>JOB SUMMARY</b>				
<ul style="list-style-type: none"> <li>To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education</li> <li>To assist districts and schools/learning centers in the implementation of an M&amp;E system to monitor their progress</li> </ul>				
<b>QUALIFICATION STANDARDS</b>				
<b>A. CSC Prescribed Qualifications</b>				
Education	Bachelor's degree in Education or its equivalent			
Experience	2 years experience in education research, development, implementation or other relevant experience			
Eligibility	4 hours of relevant training			
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position			
<b>B. Preferred Qualifications</b>				
Education				
Experience				
Eligibility				
Trainings				
<b>KEY RESULT AREAS</b>		<b>DUTIES AND RESPONSIBILITIES</b>		
<b>Quality Management System</b>		<ul style="list-style-type: none"> <li>Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on:</li> </ul>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>↳ School Planning</li> <li>↳ School Based Management</li> <li>↳ Implementation of Programs &amp; Projects as basis for continuous improvement.</li> <li>• Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method.</li> <li>• Gather data as basis for M&amp;E report on the performance of the Schools Division along:               <ul style="list-style-type: none"> <li>↳ TA to schools and LCs</li> <li>↳ Equitable Distribution of educational resources to schools and LCs</li> </ul> </li> <li>• Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Gather data for M&amp;E Report on the implementation of Division assessment program aligned to national assessment framework</li> <li>• Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use</li> <li>• Gather data to assess result of tracking progress and for grading purposes.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>School Compliance to Quality Standards (Public And Private)</b>	<ul style="list-style-type: none"> <li>• Information, Education and Advocacy Programs and Materials to Accreditation Standards</li> <li>• Validated documents of schools requesting permit to operate</li> <li>• Complete portfolio of documents of schools requesting to operate for submission to the regional office.</li> </ul>
<b>Research and Development</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Technical Assistance to Schools and Learning Center</b>	<ul style="list-style-type: none"> <li>• Assist in the provision of Technical Assistance to schools and learning centers on the above areas.</li> </ul>



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<b>Position Title</b>	Education Program Specialist II	<b>Salary Grade</b>	16
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	School Governance and Operations Division – Human Resource Development
<b>Reports to</b>	Senior Education Program Specialist	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
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			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job		
Experience	2 years experience in education, research, development, implementation, or other relevant experience		
Eligibility	8 hours of relevant training		
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>Hr Strategic Plans And Policies</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered</li> <li>• 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.</li> </ul>
<b>Professional And Career Development</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Training And Career Development Materials</b>	<ul style="list-style-type: none"> <li>• Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements.</li> <li>• Reproduce in print or electronic format training and development materials to be used as reference by participants.</li> <li>• Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.</li> </ul>
<b>Scholarship And Professional Program Coordination</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship.</li> <li>• Provide support in the registration of scholars in courses as needed.</li> <li>• Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.</li> </ul>
<b>Training And Development Records</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Succession And Exit</b>	<ul style="list-style-type: none"> <li>• Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool</li> <li>• Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO</li> </ul>

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition.</li> <li>• 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.</li> </ul>
<b>Employees Welfare</b>	<ul style="list-style-type: none"> <li>• Assist in gathering data on welfare needs of employees.</li> <li>• Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups.</li> <li>• Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs</li> <li>• 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.</li> </ul>
<b>Technical Assistance</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>