



December 19, 2018

**DIVISION MEMORANDUM**  
NO. 374, s. 2018

## **CALL FOR APPLICATION FOR THE POSITION OF EDUCATION PROGRAM SPECIALIST II – MONITORING & EVALUATION**

TO: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID / SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
HRMPSB – Chairman & Members  
All Other Concerned

1. This office announces the opening of application for the position of Education Program Specialist II-Monitoring & Evaluation, with the following Qualification Standards:

➤ **Education Program Specialist II-Monitoring & Evaluation (SG-16)**

- **Education:** Bachelor's Degree in Education; or with 18 professional education units; or its equivalent
- **Eligibility:** RA 1080 or Career Service (Professional)
- **Experience:** At least 2 years in education, research, development, implementation, or other relevant experience
- **Training:** At least 4 hours relevant training

**Job Summary:**

- 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.
- To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with picture

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards      2. Innovations      3. Research      4. Publication

5. Consultant/Resource Speakers in trainings/seminars

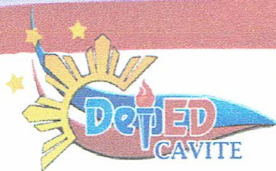
E-folder - F. Education and Trainings

1. Latest Transcript of Records

2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility







Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

3. CD cover should be labelled with **applicant's name, position desired and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.
4. Submit on or before **January 11, 2019 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite
5. Posting and immediate dissemination of this Memorandum is desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent 



(046) 419-1286



deped.cavite@deped.gov.ph



www.facebook.com/DivisionOfCaviteProvince



Capitol Compound, Brgy. Luciano, Trece Martires City Cavite



Text Hotline: 74442848



depedcavite.com.ph