



December 19, 2018

DIVISION MEMORANDUM
NO. 376, s. 2018

**CALL FOR APPLICATION FOR THE POSITION OF
EDUCATION PROGRAM SPECIALIST II (ALTERNATIVE LEARNING SYSTEM)**

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 (Alternative Learning System), with the following Qualification Standards:

➤ **Education Program Specialist II (Alternative Learning System) (SG-16)**

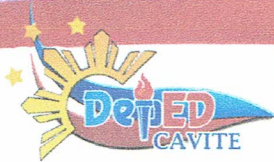
- **Education:** Bachelor's Degree in Education; or with 18 professional education units; or its equivalent
- **Eligibility:** RA 1080 or Career Service (Professional)
- **Experience:** At least 2 years in education, research, development, implementation, or other relevant experience
- **Training:**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

Job Summary:

- To provide basic education services to out of school children, youth, and adults by coordinating the conduct of literacy mapping, literacy surveillance, implementing developmental activities, learning sessions, and advocacy as well as using learning materials for alternative modes for education in the community.
- To assist the PSDS in coordinating activities on ALS programs & projects, instructional supervision, monitoring & evaluation and provision of technical assistance to ALS learning.

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 