



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JUNE 1, 2020

DIVISION MEMORANDUM
 NO. 160, s. 2020

To: OIC, Assistant Schools Division Superintendent
 Chief, Curriculum and Implementation Division
 Chief, School Governance and Operations Division
 All Education Program Supervisors
 All Public Schools District Supervisors
 HRMPSB – Chairman and Members
 All Concerned

**CALL FOR APPLICATION FOR THE POSITIONS OF SENIOR EDUCATION
 PROGRAM SPECIALIST (SEPS – HRD) AND SENIOR EDUCATION
 PROGRAM SPECIALIST (SEPS – M&E)**

1. This office announces the opening of application for the positions of Senior Education Program Specialist in Human Resource Development and School Management Monitoring and Evaluation with the following basic Qualification Standards:

- a. **(1) Senior Education Program Specialist – Human Resource Development (SG-19)**
- **Education:** Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
 - **Training:** 8 hours of relevant training
 - **Experience:** At least 2 years' experience in education, research, development, implementation, or other relevant experience
 - **Eligibility:** RA 1080 or Career Service (Professional) Appropriate Eligibility for Second Level Position

Job Summary:

- To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region; and



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- To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office.

Place of Assignment: Schools Division Office – Schools Governance and Operations Division

b. **(1) Senior Education Program Specialist – School Management Monitoring and Evaluation (SG-19)**

- **Education:** Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
- **Training:** 8 hours of relevant training
- **Experience:** At least 2 years' experience in education, research, development, implementation, or other relevant experience
- **Eligibility:** RA 1080 or Career Service (Professional) Appropriate Eligibility for Second Level Position

Job Summary:





- To provide technical support in implementing quality management systems in the school's division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education; and
- To lead districts and schools/learning centers in the implementation of a Monitoring and Evaluation system to monitor their progress.

Place of Assignment: Schools Division Office – Schools Governance and Operations Division

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 latest 2x2 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



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For Innovations, Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

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 **June 15, 2020 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

5. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.

6. Posting and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM-Memo Title
ODC/DTS NO./Date Prepared (mm/dd/yy)



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