



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JULY 21, 2020

DIVISION MEMORANDUM
NO. 210, s. 2020

To: 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 POSITION OF EDUCATION PROGRAM
SPECIALIST II – HUMAN RESOURCE DEVELOPMENT**

1. This office announces the opening of application for the position of Education Program Specialist II in Human Resource Development Section with the following basic Qualification Standards:

- **Education Program Specialist II – Human Resource Development (SG-16)**
 - **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 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.

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:



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph



“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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- 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

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. Submit on or before **July 31, 2020 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.





4. 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.

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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM-210
072120-034/07/21/2020



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