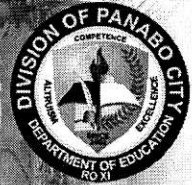




Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region XI
DIVISION OF PANABO CITY
 Panabo City



Telefax No.: (084) 822-1128/(084) 628-4066 Website: <http://depedpanabocity.nibblescape.com/> Email: panabo.city@deped.gov.ph

Division Memorandum

No: 6076, s. 2018

To: **Chief, Curriculum Implementation Division**
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Admin. Officer V/Human Resource Management Officer II
Mr. Wilfredo B. Purgatorio
School Heads, Public Elementary Schools
School Heads, Public Secondary and Senior High Schools
All Concerned

Subject: **DEADLINE FOR RECEIVING OF PERTINENT DOCUMENTS OF APPLICANTS FOR ONE (1) PLANNING OFFICER III ITEM POSITION AND ONE (1) EDUCATION PROGRAM SPECIALIST II ITEM POSITION**

Date: January 17, 2018

Please be informed of the opening of the following vacant item positions:

Position	Item Number	SG	Station	Vacated by
1. Planning Officer III	PLO3-750067-2014	18	Schools Governance and Operations Division (SGOD)	Fritzie Ivy D. Jara
2. Education Program Specialist II	EPS2-750092-2014	16	SGOD	Elton L. Kadile

Per Qualification Standards and DepEd's recommended additional requirements, the following must be complied:

I. For **PLANNING OFFICER III:**

Education: Bachelor's Degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

General Job Description:

- To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as, ensure basic education data quality and access by intended users;
- To monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers; and
- Other related work.

II. For **EDUCATION PROGRAM SPECIALIST II:**
(under the **Monitoring and Evaluation Unit** of the SGOD)

Education: Bachelor's degree in Education or its equivalent
Experience: 2 years experience in education, research, development, Implementation or other relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

General Job Description:


- 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; and
- Other related work.

All qualified applicants may file and submit their letter of intent addressed to the Office of the Schools Division Superintendent through Rommel M. Jandayan, Ed.D, PSB Chairperson, together with the following pertinent documents in three (3) copies, to wit:

1. Official Transcript of Records duly certified, authenticated and verified;
2. Special Order if graduated from a private institution;
3. **Original PRC License** (not expired) and/or **Original PRC Result of CS Eligibility**, as the case may be;
4. **Original Authenticated Board Certificate from PRC**, if applicable;
5. 2017 PDS/CSC Form 212 with three (3) latest passport size ID pictures;
6. CSC Work Experience Sheet;
7. Performance Rating for the last 3 rating period, if applicable;
8. Latest Appointment, if applicable;
9. Service Record of Employment, if applicable;
10. Certificates of Employment, Trainings Attended (not used during the latest promotion), Awards and Recognitions, Outstanding Accomplishments, Consultancy and Resource Speakership, Innovation, Research and Development Projects, Publication or Authorship, if applicable;
11. Accomplishments/Projects Implemented with documentation (since the latest promotion), if applicable; and
12. Omnibus Certification.

The deadline for submission of the said documents will be on or before **FEBRUARY 2, 2018**.

For information and widest dissemination.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

