



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPT DIVISION OF CATANDUANES
 RECEIVED SEC
RELEASE
 BY: *[Signature]* DATE: **26 AUG 2022**
 TIME: **11:08**

MEMORANDUM

OSDS-UM-08-24-22/MBL

TO : Asst. Schools Division Superintendent
 Chiefs, CID & SGOD
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary School Heads/TICs/OICs
 Human Resource Merit Promotion & Selection Board
 All Other Concerned

[Handwritten mark]

FROM : **SUSAN S. COLLANO**
 Schools Division Superintendent

SUBJECT: **ANNOUNCEMENT OF VACANCY**

DATE : August 24, 2022

This is to announce the vacancy for **Senior Education Program Specialist** at **SGOD – Human Resource Development**. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in DepEd Order No. 66, s. 2007.

The qualification standards for said position are as follows: (Reference: DECS QS Manual for Unique Positions – Revised 1995).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Senior Education Program Specialist	19	2	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education, research, development, implementation or other relevant experience	8 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Positions

This upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit document in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section **on or before 5:00 pm of SEP 05 2022**. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> **on or before 5:00 pm of SEP 05 2022**.



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1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovation
 - i. with permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research & Development Projects
 - i. with permit to conduct research from appropriate office
 - ii. Copy of Research
 - iii. Report on outcome of research (if available)
 - d. Publication/Authorship
 - i. copy of the publication itself
 - ii. certification from the publisher
 - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
 - i. Letter of invitation/memorandum/program of activities
 - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any*
14. Other documents relevant to the position applied for

**In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

For information and wide dissemination.

NOTE: Recommendation is not necessary.





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POSITION TITLE	DUTIES AND RESPONSIBILITIES
Senior Education Program Specialist	<p>HR Strategic Plans and Policies</p> <ul style="list-style-type: none"> ➤ Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation. ➤ Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs. ➤ Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed. <p>Professional and Career Development</p> <ul style="list-style-type: none"> ➤ Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such, in order to arrive at profiles on individual and group competency development needs. ➤ Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division. <p>HR Development Interventions</p> <ul style="list-style-type: none"> ➤ Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training. ➤ Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training. ➤ Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance. ➤ Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel. ➤ Conduct training programs (including career development programs) regularly offered to schools division personnel. ➤ Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development. <p>Scholarship and Professional Program Coordination</p> <ul style="list-style-type: none"> ➤ Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings ➤ Disseminate to school division personnel opportunities for scholarships and accept applications. ➤ Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars ➤ Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship ➤ Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar ➤ Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship.





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	<ul style="list-style-type: none">➤ Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency. <p>Training and Development Records</p> <ul style="list-style-type: none">➤ Coordinate the installation and ensure continuous operation and maintenance of the TDIS.➤ Supervise encoding of training records in the TDIS to ensure accuracy➤ Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division <p>Succession and Exit</p> <ul style="list-style-type: none">➤ Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO➤ Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO➤ Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition.➤ Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace. <p>Employees Welfare</p> <ul style="list-style-type: none">➤ Design and implement process for gathering data on welfare needs of employees.➤ Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups.➤ Review, propose and coordinate implementation of reward and recognition programs➤ Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management.➤ Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management <p>Technical Assistance</p> <ul style="list-style-type: none">➤ Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations
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