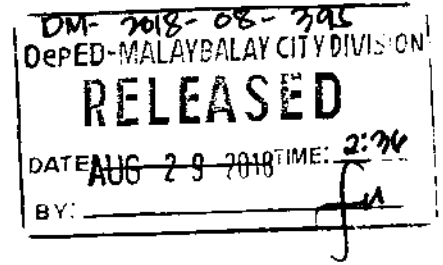




Republic of the Philippines
Department of Education
 DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 395, s. 2018

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors and Staff, CID and SGOD
 School Heads (Elementary and Secondary)
 Section/Unit Heads and Staff
 All Others Concerned**

FROM: REBONFAMIL R. BAGUIO
 Schools Division Superintendent

DATE: August 28, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSEMENT FOR SENIOR
 EDUCATION PROGRAM SPECIALIST AND EDUCATION PROGRAM
 SPECIALIST II POSITIONS**

This is to inform the field that the merit selection and comparative assessment for **Senior Education Program Specialist and Education Program Specialist II** positions are now open to all qualified applicants. Interested applicants should meet the minimum Qualification Standards provided in DepED Order No. 66, s. 2007 and DepEd Order 42, s. 2007, to wit:

Position	Education	Experience	Training	Eligibility
Education Program Specialist II (SG16)	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	2 years experiences in education research, development, implementation or other	4 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate



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		relevant experience		Eligibility for Second level
Senior Education Program Specialist (SEPS) (SG19)	Bachelor's degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. in education research, development, implementation or other relevant experience	16 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position

Interested and qualified applicants should signify in writing. Attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Transcript of Records;
3. Photocopy of certificate of eligibility/PRC rating and unexpired License;
4. Performance Rating for the last three (3) years with numerical rating duly signed by the rater and ratee per rating period.

Performance rating in the present position for one (1) year (if applicable)

Section 95, Rule IX of CSC MC No. 24, s. 2017 as amended in 2018 states that, "An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer."

Item III.A. of DepED Order No. 66, s. 2007 also provides that the "Performance Rating of the candidates for the last three (3) rating periods prior to screening should be at least Very Satisfactory."

5. Updated Service Records;
6. Certificate/s of Outstanding/Meritorious Accomplishment;
7. Outstanding Employee Award;



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8. Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official);
9. Research and Development Projects;
10. Publication/Authorship;
11. Consultancy/Resource Speakership;
12. Education and Training;
13. Certificates of trainings attended not credited during the last promotion;
14. Chairmanship/Co-chairmanship of a technical / planning committee.
15. Omnibus certification as to authenticity and veracity of all documents submitted.

Deadline for submission of application will be on **September 12, 2018 until 5:00PM only**. Queries relative to this can be relayed to Jutchel L. Nayra, Administrative Officer V/OIC-Personnel Services (09363966953).

For immediate and widest dissemination.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
Bukidnon Field Office
01 JUL 2018
RECEIVED
REBONFAMIL R. BAGUIO
(Head of Agency)
Date 31-Jul-18

To: Civil Service Commission (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF EDUCATION in the CSC website

No.	Position Title	Plantilla Item No.	Salary y/ Job/ Pay	Monthly Salary	Qualification Standards				Eligibility	Comp etenc y	Place of Assignment
					Education	Training	Experience				
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-660109-2017	8	16282	COMPLETION OF 2 YEARS IN COLLEGE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCED		Career Service (Subprofessional) First Level Eligibility	n/a	DIVISION OF MALAYBALAY
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-660112-2017	8	16282	COMPLETION OF 2 YEARS IN COLLEGE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCED		Career Service (Subprofessional) First Level Eligibility	n/a	DIVISION OF MALAYBALAY
3	Sr. Education Program Specialist	OSEC-DECSB-SREPS-660051-2014	19	42099	Equivalent 4 CAR for M.A degree relevant to the job	18 hours relevant training	2 yrs. in education research, development, implementation or other relevant experience		PDET, teacher career service (professional) appropriate eligibility for second level position	n/a	DIVISION OF MALAYBALAY
4	Education Program Specialist II	OSEC-DECSB-EPS2-660050-2014	16	31765	Bachelor's degree in Education or its equivalent	4 HOURS	2 yrs. experience in education research, development, implementation or other relevant experience		PDET, teacher career service (professional) appropriate eligibility for second level position	n/a	DIVISION OF MALAYBALAY

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 18, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
2. Performance rating in the present position for one (1) year (if applicable).
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to

REBONFAMIL R. BAGUIO
Schools Division Superintendent
DEPED Division Office, Malaybalay City
depedmalaybalay@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.