



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM 2021-02-080
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: FEB 24 2021 TIME: 9:37
 J. J. J.

DIVISION MEMORANDUM

No. 080, s. 2021

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: February 22, 2021

SUBJECT: Announcement of Vacancies for Education Program Specialist II – Human Resource Development and Administrative Aide VI

1. This Office announces the selection process of the vacant Education Program Specialist II – Human Resource Development and Administrative Aide VI in this Division. Applicants to the position should meet the herein qualification standards as embodied in Memorandum from the Office of the Undersecretary Re: Compendium of DepED Office Functions and Job Description dated January 25, 2018, and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Education Program Specialist II (EPSpII-HRD) (SG 16)	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 Position
Administrative Aide VI (SG 6)	Completion of two (2) years in College	None required	None required	Career Service Sub-Professional (First Level Eligibility)

Preferred DepED Qualification for Admin. Aide VI – basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet



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2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **March 5, 2021**.
 - 2.1. Application letter addressed to the Schools Division Superintendent
 - 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
 - 2.3. Copy of transcript of records
 - 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
 - 2.5. Performance Ratings for the last three (3) years (numerical)
 - 2.6. Updated Service Records / Certificate of Employment
 - 2.7. Certificate/s of Outstanding / Meritorious Accomplishment;
 - a) Outstanding Employee Award;
 - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
 - 2.8. Certificates of trainings attended not credited during the last promotion;
 - 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
 - 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on March 2021. They shall bring the original copy of their pertinent documents during the interview.
4. Attached are the Minimum Qualification Standards, Job Description, and Duties and Responsibilities of the above positions.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.


Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Specialist II	Salary Grade	16
Parentetical Title		Governance Level	Schools Division Office
Office/Bureau/Service		Unit/Division	School Governance and Operations Division – Human Resource Development
Reports to	Senior Education Program Specialist	Effectivity Date	
Positions Supervised			
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			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job		
Experience	2 years experience in education, research, development, implementation, or other relevant experience		
Eligibility	8 hours of relevant training		
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Hr Strategic Plans And Policies	<ul style="list-style-type: none"> • Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as basis for HRD plans and programs. • Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered • Assist in 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.
Professional And Career Development	<ul style="list-style-type: none"> • Provide technical support in identifying professional and competency development needs of individual personnel in the schools division, implementing the system designed for such , in order to arrive at profiles on individual and group competency development needs. • Provide technical support in implementing system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
Training And Career Development Materials	<ul style="list-style-type: none"> • Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements. • Reproduce in print or electronic format training and development materials to be used as reference by participants. • Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning.
Scholarship And Professional Program Coordination	<ul style="list-style-type: none"> • Provide technical support in the screening and selection of applicants for scholarship by gathering additional data and coordinating acquisition of supporting documents as basis for final selection. • Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship. • Provide support in the registration of scholars in courses as needed. • Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
Training And Development Records	<ul style="list-style-type: none"> • Gather and encode data and maintain records on training participants and training and development activities using data capture tools and instruments designed for the system.
Succession And Exit	<ul style="list-style-type: none"> • Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool • Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as reference in the selection process. • Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. • Gather 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.
Employees Welfare	<ul style="list-style-type: none"> • Assist in gathering data on welfare needs of employees. • Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups. • Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs • Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and submission of report on its status, progress, and impact in order to provide feedback to management.
Technical Assistance	<ul style="list-style-type: none"> • Assist in providing Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations