



April 20, 2021

ANNOUNCEMENT of VACANT POSITIONS

CURRICULUM IMPLEMENTATION DIVISION

Vacant Position: **EDUCATION PROGRAM SPECIALIST II – SG 16**
Item No.: **OSEC-DECSB-EPS2-750103-2014**
Location: **SCHOOLS DIVISION OFFICE – ALTERNATIVE LEARNING SYSTEM**

MINIMUM REQUIREMENTS

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 relevant training
Eligibility: PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1) white folder** with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment (if any);**
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee;**
10. **Position Description Form; and,**
11. **Neuropsychiatric examination result.**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007. The names of the applicants who will qualify for the interview will be posted in the bulletin board and website of the Schools Division Office and they will be called for confirmation days before the conduct of the interview.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS SHALL BE ON MAY 5, 2021.

Posted in:

Digos Occidental District
Digos Oriental District
Mt. Apo District
Digos City NHS/Other Secondary Schools
Digos City Senior High School
Civil Service Commission DDS FO


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

