Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

July 1, 2021

DIVISION MEMORANDUM
No. __281__ s. 2021

RECRUITMENT AND SELECTION OF APPLICANTS FOR EDUCATION PROGRAM SPECIALIST II

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1.   This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position	Salary Grade	No. of Position	Work Assignment
Education Program Specialist II	16	1	Schools Governance and Operations Division

2.   The qualification standards and competency requirements of the said position are as follows:

Position	Education	Experience	Training	Eligibility	Competency Requirement
Education Program Specialist II	Bachelor's Degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 yrs. In education, research development, implementation or other relevant experience	8hrs of relevant training	RA 1080; Career Service (Professional) Appropriate for Second Level Eligibility	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

3. Duties and Responsibilities (see attached files)

4.   Interested qualified applicants are advised to register at https://bitly/2RuX3vR and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Performance Rating in the last 3 years rating period (if applicable)
4. Certificate of Employment and or/Service Record
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (3) years or after the recent promotion.
8. Latest approved appointment
9. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant.

10. Required documents for evaluation as stipulated in the DO # 66, s. 2007 other Teaching, Related Teaching and Non-Teaching Positions.

11. Outstanding Accomplishment
    Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

5.   Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **Incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.

6.   Below is the timeline for the recruitment and selection process.

Activities	**Venue**	**Schedule**
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	July 23, 2021
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	July 26-27, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 29, 2021
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	SDO Conference Hall	Aug. 3-4, 2021
Conduct of Background Investigation		
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	Aug. 5, 2021
Posting of Results	SDO Bulletin Board and 2 conspicuous places	Aug. 6, 2021

Brgy. Potol, Tayabas City

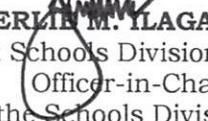(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph

https://depedtayabas.com/

7.   Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Ferex O. Zafranco @ 09286865373.

8.   Wide and immediate. dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Duties and Responsibilities of Education Program Specialist II

HR Strategic Plans and Policies

- 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

- 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 Development and Career Development Materials

- 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

- 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

- 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.
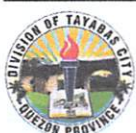
Succession and Exit

- 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
- 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

- 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

- 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