



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
**CITY OF TAYABAS**



**MEMORANDUM 232-2018**

**TO:**

**ALL SDO PERSONNEL  
DIVISION PERSONNEL SELECTION BOARD  
ALL ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNED**

**FROM:**

**CATHERINE P. TALAVERA CESO VI**  
Schools Division Superintendent

**SUBJECT:**

**SUBMISSION OF PERTINENT DOCUMENTS OF QUALIFIED &  
INTERESTED APPLICANTS FOR SENIOR EDUCATION PROGRAM  
SPECIALIST**

**DATE:**

August 29, 2018

This is to announce the vacancy for Senior Education Program Specialist. All interested and qualified applicants should submit the following documents with proper ear tags at SDO Tayabas c/o HRMO on or before September 7, 2018.

1. Application Letter
2. CSC Form 212 (revised 2017) with the latest 2x2 ID picture
3. Certified Photocopy of PRC ID
4. Certified copies of Transcript of Records
5. Certificate of Employment and 2 years Performance Rating
6. Certificate of Specialized Trainings (relevant to the position to be filled)
7. Certificate of Speakership
8. Certificate of Outstanding Accomplishments
  - i. Outstanding Employee Award
  - ii. Innovations
  - iii. Research and Development Projects
  - iv. Publication and Authorship

EDUCATIONAL QUALIFICATION	REQUIREMENTS
Bachelors degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	Must have at least 8 hrs relevant training on School Management & Evaluation, Technical support in implementing Quality Management System(QMS), Assessment, School Compliance to Quality Standard, etc.
	Must be 2 years experience in education, research, development, implementation or other relevant experience(experience must be relevant to the duties and functions of the position to be filled)
	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
	2 yrs Performance Rating with at least Very Satisfactory
	Special Skills <ol style="list-style-type: none"><li>1. Management and Leadership skills<ul style="list-style-type: none"><li>➤ Specific programs/projects/activities with MOVs</li></ul></li><li>2. Quality Management System Skills<ul style="list-style-type: none"><li>➤ Continuous Improvement/ Innovations</li></ul></li><li>3. Research Skills<ul style="list-style-type: none"><li>➤ Conducted</li><li>➤ Initiated</li><li>➤ Completed with MOVs</li></ul></li></ol>

Widest dissemination of this memorandum is desired.