

Republic of the Philippines
 Department of Education
 Region VI-Western Visayas
DIVISION OF SAGAY CITY
 City of Sagay



January 17, 2020

DIVISION MEMORANDUM

No. 024 s. 2020

TO: Chief CID & SGOD
 PSDS Dist. 1-10
 Administrative Officer V – Admin Services
 Heads of Public Elementary/ Secondary Schools
 All Concerned

**RANKING OF EDUCATION PROGRAM SPECIALIST II
 FOR HUMAN RESOURCE TRAINING & DEVELOPMENT**

1. The field is hereby informed that this office will now accept application for the position listed below.
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants are advised to hand in their applications addressed to the SDS of this office c/o Mr. Noe B. Abdon, Admin. Officer IV – Personnel not later than **February 14, 2020**.
4. Applicants must also register online: <http://www.depedsagay.com/joinus>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.
5. Hereunder are the Qualification Standards for the positions.

| POSITION | ITEM # / SG | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|---------------------------------|-----------------------------------|--|--|-------------------------------------|--|
| Education Program Specialist II | EPS2-420120-2014 16 | Bachelor's degree in Education or its equivalent | 2 years experience in education, research, development, implementation, or other relevant experience | 4 hours of relevant training | RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position |

6. Application letters should be accompanied by the required documents arranged as follows:
 - a. Performance Rating for the last 3 rating periods.
 - b. Updated Service Record
 - c. Certified Xerox Copy of latest appointment
 - d. Original and Xerox copy of Awards received
 - e. Original and Xerox copy of Action Research conducted
 - f. Original and Xerox copy of certificate as resource speaker in trainings/ seminars
 - g. Xerox copies of Transcript of records - Undergraduate/Graduate studies
 - h. Original and Xerox copies of certificates on seminars/trainings attended for the last 3 years not credited in last promotion.

- i. Original and Xerox copy of chair/ co-chairmanship in a technical/ planning committee.
- j. Xerox Copies of PBET / LET result
- k. Xerox Copies of PRC License

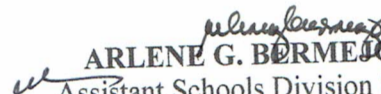
7. Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies).

8. The timeline for the recruitment, evaluation and selection process are indicated below.

| Activity | Venue | Schedule |
|--|------------------------------|-----------------------------|
| Receiving & pre evaluation of applications w/ complete supporting documents against QS | HR and Records Section | Deadline: February 14, 2020 |
| Evaluation & deliberation by the HRMPSB | Office of the AO V | Deadline: February 21, 2020 |
| Interview of Applicants | Office of the AO V | Deadline: February 25, 2020 |
| Final deliberation & evaluation of the result of ranking | Office of the AO V | Deadline: February 28, 2020 |
| Submission to the SDS for approval of the comparative assessment result | Office of the SDS | Deadline: March 2, 2020 |
| Posting of result | SDO Bulletin Board & website | Deadline: March 3, 2020 |

9. Applicants are requested to make sure that their documents are complete and submitted on time. Documents submitted after the deadline will no longer be accepted.

10. For wide dissemination.


ARLENE G. BERMUDEZ, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent