



November 13, 2017

Division Memorandum
No. 305, s. 2017

RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF SENIOR EDUCATION PROGRAM SPECIALIST (SEPS)/SG-19 IN SCHOOL MANAGEMENT MONITORING AND EVALUATION (M&E)

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that acceptance of application for the position of **Senior Education Program Specialist (SEPS)/ SG-19 in School Management Monitoring and Evaluation (M&E)** is now open. Applicants should meet the following minimum qualification standard:

- 1.1. Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
- 1.2. Experience: 2 years experience in education, research, development, implementation or other relevant experience
- 1.3. Training: 8 hours of relevant training
- 1.4 Eligibility: RA 1080/Career Service (Professional)/Appropriate Eligibility for Second Level Position

2. Interested qualified applicants are required to submit the following documents to the Division Personnel Selection Board (PSB), c/o Mr. Nicasio S. Frio, Acting Asst. Schools Division Superintendent on or before 5:00 o'clock in the afternoon of **November 27, 2017**:

- 3.1 Application letter (Addressed to the Schools Division Superintendent)
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
 - 3.3.1 Updated Service Records
 - 3.3.2 Performance Rating for the last three (3) years
 - 3.3.3 Transcript of Records/Special Order
 - 3.3.4 Latest Appointment
 - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
 - 3.3.6 Certificates of Relevant Training attended
 - 3.3.7 Certificates of Eligibility/Eligibility Rating
 - 3.3.8 Other documents relevant to the position applied for

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **November 26, 2017**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

4. All documents submitted for evaluation must be certified photocopies of the original documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.

5. The criteria for ranking is based on DepED Order No. 66, s. 2007 (*Teaching and Teaching Related Group*):

Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	25 pts.
Training	-	5 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>5 pts.</u>
TOTAL	-	100 pts.

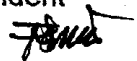
6. The schedule of the evaluation of documents, interview and written test will be announced later through a separate issuance.

7. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

8. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
Schools Division Superintendent



Reference: DepED Order No. 66, s. 2007