



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. 151, s. 2022

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR SENIOR EDUCATION PROGRAM SPECIALIST**

DATE: **May 10, 2022**

1. This is to invite all interested **qualified applicants** to submit their application documents for **Senior Education Program Specialist (vice F. Flores)** position. Submission of application is until **May 20, 2022 at SDO Tabuk City**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

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

4. As to the arrangement of documents, please follow the following order (**in 4 folders**).
 - A. **Application Letter**
 - B. **Personal Data Sheet with Work Experience Sheet**
 - C. **Performance Rating (3 rating period)**
 - D. **Appointment/Service Record**
 - E. **Outstanding Accomplishments with MOVs**
 - a. **Award**
 - b. **Innovation**
 - c. **Research and Development Projects**
 - d. **Publication/Authorship**
 - e. **Consultant/Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/Seminars/Workshops/Symposia**
 - F. **Education**
 - G. **Training with MOVs**

***E & G must be during the latest position.



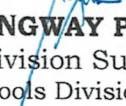
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5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An ***Omnibus Sworn Statement*** (Annex A) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent
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