



Republic of the Philippines
Department of Education
Region XVIII, Negros Island Region
DIVISION OF NEGROS ORIENTAL
Dumaguete City



November 10, 2016

DIVISION MEMORANDUM

No. 695, s. 2016

**ANNOUNCING THE VACANT POSITION FOR SENIOR EDUCATION
PROGRAM SPECIALIST (SEPS) FOR PLANNING & RESEACH UNIT**

TO : Assistant Schools Division Superintendent
Chiefs, Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This is to announce to the field that this Office is now accepting applications for the position of **Senior Education Program Specialist (SEPS) for Planning & Research Unit** of this division.
2. Hereunder are the minimum qualification requirements as per DepEd Qualification Standards Manual for Unique Positions (1995):

<i>Position</i>	: Senior Education Program Specialist (SG 19)
<i>Education</i>	: Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job
<i>Experience</i>	: 2 years experience in education research, develop- ment, implementation or other relevant experience
<i>Training</i>	: 8 hours of relevant training
<i>Elibility</i>	: PBET/LET; appropriate Eligibility for Second Level position

3. Interested applicants are requested to submit **written application** supported by certified copies of the following papers to the **Chairperson, Division Personnel Selection Board**, in one (1) folder, on or before **November 28, 2016**:

- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (*for the last 3 rating period*)
- Service Record/Certificate of Employment

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Criteria for selection is based on **DepEd Order No. 66, s. 2007 under the Teaching and Related Teaching Group, Level 2 Position.**

4. It is desired that this Memorandum be given widest dissemination.



SALUSTIANO T. JIMENEZ, CESO V
OIC-Office of the Assistant Regional Director
Concurrent OIC-Office of the Schools Division Supt.

STJ/lpsar.