



Department of Education
Region III

DIVISION OF PAMPANGA

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MEMORANDUM NO. 233 s. 2018

TO: Division Chiefs/PSDSs/EPSSs/Unit Heads/Elementary and Secondary School Principals/OICs/Others Concerned
FROM: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
SUBJECT: **SUBMISSION OF PERTINENT DOCUMENTS FOR EDUCATION PROGRAM SPECIALIST II (SPED)**
DATE: June 18, 2018

1. This is to announce the submission of pertinent documents to Education Program Specialist II Position. The Qualification Standards of the said positions are indicated in the table below.

QUALIFICATION STANDARDS	
A. Education Program Specialist II / SG-16	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree in Education or its Equivalent
Experience	2 years experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080(Career Service (Professional) Eligibility for Second Level Position
Trainings	4 hours of relevant training

2. Interested applicants are advised to submit the pertinent documents to the Records Unit, Attention: **HRMO until June 22, 2018 only.**
3. The assessment of the documents of the aspirants will be based from DepEd Order No. 66, s. 2007. Other documents to be submitted will include the following:

Should be arranged and fastened in a **PLAIN WHITE FOLDER.**

1. Application letter stating the position applied for
 2. CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
 3. Transcript of Records (authenticated by the issuing school)
 4. Copy of latest approved Appointment/Copy of transmittal to CSC, if any
 5. Certification of No Pending Case (for existing government employees), NBI Clearance (for new entrants)
 6. Service Record/Certification of Employment signed by the Human Resource Manager
 7. Certificate of Relevant Trainings for the last 5 years (if any)
 8. Certificate of Eligibility (Authenticated by the CSC)/PRC License
 9. Performance Ratings for the last three years (should be approved by the SDS)/Performance Evaluation approved by the Head of Office, if any
 10. Documents for claims on leadership, potentials and accomplishments
 - Innovations
 - Research
 - Authorship
 - Outstanding Employee Awards
 - Resource Speakership
 11. Omnibus certification of authenticity and veracity of documents duly notarized
 12. Other documents relevant to the position applied for.
4. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
 5. Strict adherence on the above schedule is expected.
 6. Immediate dissemination of this Memorandum is enjoined.



Leonardo D. Zapanta, Ed.D, CESO VI
Schools Division Superintendent

HRMO/18

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