
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. 419, S. 2018		Name of Office: OSDS

TO : Division Chiefs/PSDSs/EPs/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 : September 17, 2018

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

QUALIFICATION STANDARDS	
A. Education Program Specialist II /SG-16 (SPED)	
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. Aspirants must take note of the following schedule:

Activities	Date	Time	Venue
1. Deadline of Submission	September 25, 2018	8:00 a.m. – 5:00 p.m.	Records Unit
2. Pre-assessment	September 26, 2018	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
3. Interview & Examination	To be announced in a separate memorandum		
4. Open Ranking			

3. The assessment of the documents of the aspirants will be based from DepEd Order No. 66 s. 2007. Teaching and Related-Teaching Positions. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Certification of No Pending Case
- Copy of latest approved Appointment/Copy of transmittal to CSC, if any
- CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
- Transcript of Records (authenticated by the issuing school)
- Authenticated copy of PRC License and LET Rating
- Service Record/Certification of Employment signed by the HRMO
- Certificate of Relevant Trainings
- Signed and Approved Performance Ratings for the last two rating periods (following the hierarchy of signatories in DO No. 2, s. 2015, Annex A)
- Documents for claims on leadership, potentials and accomplishments
- Other documents relevant to the position applied for.

- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- Strict adherence on the above schedule is expected.
- Immediate dissemination of this Memorandum is enjoined.



LEONARDO B. ZAPANTA, Ed.D, CESO VI
 Schools Division Superintendent

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