



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



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UNNUMBERED MEMORANDUM

TO: All District Supervisors, Coordinating Principals, Elementary School Heads, Secondary School Heads, OICs, TICs, All other concerned

FROM:  **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: Open Ranking for Senior Education Program Specialist, Education Program Specialist and Legal Assistant

DATE : July 26, 2018

This office invites all qualified applicants to submit pertinent documents for **Senior Education Program Specialist, Education Program Specialist and Legal Assistant** in this Division as follows:

- a. Personal Data Sheet
- b. Transcript of Records (Authenticated)
- c. Certificate of Trainings and Seminars attended
- d. Eligibility
- e. Service Record
- f. Performance Rating for the last two (2) years rating periods (on the current position)
- g. Other pertinent documents relative to the position can be brought for further evaluation and appreciation of the Division Selection Board. However, any activities and accomplishments already used for an earlier promotion will no longer be credited for the next promotion. Accomplishments to qualify for the credit points will be for the last three years, if not used for previous promotion.
- h. Activities and accomplishments shall be properly documented, approved by the immediate chief and attested by the authorized regional/division official.
- i. Applicants are required to bring one (1) original copy and (1) one photocopy of their documents with the table of contents/index.


DEPEDQUEZON-TM-SDS-04-010-000

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: 7-26-18
Ref. no. Um 257-18



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Interested applicants are advised to attend the **open-ranking on August 7, 2018** to be held at the Division Training Center, Division Office at exactly 8:00 at 8:00 AM.

Attached here are the Qualification Standards for each position for your reference.

For immediate dissemination.

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Qualification Standards for Senior Education Program Specialist, Education Program Specialist and Legal Assistant

POSITION	MONTHLY SALARY	QUALIFICATION STANDARD			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Senior Education Program Specialist (Monitoring and Evaluation)	42,099.00	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
Education Program Specialist II (Human Resource and Training Development)	31,765.00	Bachelor's degree in Education or its equivalent	4 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
Education Program Specialist II (Alternative Learning System)	31,765.00	Bachelor's degree in Education or its equivalent	4 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
Legal Assistant I	18,718.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service Professional/Second Level Eligibility

asdsami07/26/2018

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