



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

September 10, 2020

DIVISION MEMORANDUM  
DM No. 246, s. 2020

**CALL FOR APPLICATION FOR THE POSITIONS OF EDUCATION PROGRAM  
SPECIALIST II AND NURSE II**

To: OICs, Office of the Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
HRMPSB – Chairman and Members  
Elementary, JHS and SHS Heads  
All Other Concerned

1. This office announces the opening of application for the positions of Education Program Specialist II and Nurse II with the basic Qualification Standards listed below.

**POSITION/SALARY GRADE: EDUCATION PROGRAM SPECIALIST II/16**

**QUALIFICATIONS:**

**EDUCATION** : Bachelor's degree Education or its equivalent  
**EXPERIENCE** : 2 years experience in education research, development, implementation or other relevant experience  
**TRAINING** : None required  
**ELIGIBILITY** : Career Service (Professional)/Second Level Eligibility

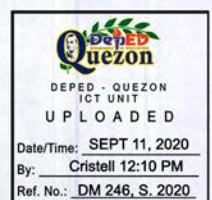
**PREFERRED QUALIFICATION;**

With experience in school management monitoring and evaluation

**POSITION/SALARY GRADE: NURSE II/15 (BURDEOS, QUEZON)**

**QUALIFICATIONS:**

**EDUCATION** : Bachelor of Science in Nursing



DEPEDQUEZON-TM-SDS-04-009-003



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**EXPERIENCE** : 1 year relevant experience  
**TRAINING** : 4 hours relevant training  
**ELIGIBILITY** : RA 1080

2. Below is the job summary of the abovementioned positions:

Position	Job Summary
<b>Education Program Specialist II</b>	<ul style="list-style-type: none"><li>• To assist in providing technical support in implementing quality management systems in the school's division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education</li><li>• To assist districts and schools/learning centers in the implementation of an M&amp;E system to monitor their progress</li></ul>
<b>Nurse II</b>	<ul style="list-style-type: none"><li>• Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SGOD</li></ul>

3. All interested applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to submit **hardcopy** of pertinent documents to the Division Office **on or before September 22, 2020. No additional documents will be accepted after the scheduled date of submission to the Division Office.**
4. Pertinent documents submitted by the applicants should include the following with proper tabbing in one (1) set of application folder and should be arranged as listed below:
- a. Letter of intent addressed to the Schools Division Superintendent.
  - b. Personal Data Sheet with Work Experience Sheet
  - c. Transcript of Records (Authenticated)
  - d. Authenticated Eligibility
  - e. Updated Service Record or Certificate of Employment with inclusive dates
  - f. Performance Rating for the last three (3) rating period (in current position if applicable)
  - g. Outstanding accomplishments relevant to the position
  - h. Certificate of Trainings and Seminars attended relevant to the position. However, training and seminars already used for an earlier promotion will no longer be credited for the next promotion.

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5. After the appreciation of the documents, Memorandum will be posted containing the shortlisted qualified applicants who met the cut-off scores for the schedule of **interview and examination**.
6. All transactions in the Division Office shall strictly follow the prevailing health and safety protocols set by the IATF and DOH.
7. Immediate dissemination and strict compliance of the Memorandum is desired.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of Schools Division Superintendent

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Registration Number:  
QAC/R63/8216