



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

August 18, 2021

Division MEMORANDUM
 No. **390**, s. 2021

**ACCEPTANCE OF APPLICATIONS TO VACANT PROJECT DEVELOPMENT
 OFFICER I (YOUTH FORMATION COORDINATOR) POSITION**

To : All Interested Personnel

1. This Division hereby announces the acceptance of applications for the vacant Project Development Officer I position, with details below:

Position Title	No. of Vacancies	Minimum Qualification Standards				Area of Assignment
		Education	Training	Experience	Eligibility	
Project Development Officer I (Youth Formation Coordinator) SG 11	1	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Division Office – School Governance and Operations Division

Job Summary:

The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

2. The following documents, fastened in a white folder, should be submitted to the Division Office c/o HRMPSB Office not later than August 31, 2021:
 - a. Letter of Intent addressed to the Schools Division Superintendent (stating the position to be applied for)
 - b. Accomplished Personal Data Sheet (CSC Form 212 – revised 2017)
 - c. CAV with Authenticated Transcript of Records and Diploma
 - d. Updated Service Record
 - e. Authenticated PRC License and Board Rating
 - f. Performance Rating for the last rating period
 - g. Latest CSC-approved appointment
 - h. Documents relevant to the position applied for:
 - h1. Outstanding Employee Award
 - h2. Innovation
 - h3. Research and Development Projects
 - h4. Publication/ Authorship
 - h5. Consultant/ Resource Speakership
 - i. Seminars/ Training Attended



 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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3. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on DO 66, s. 2007.
4. This division is committed in providing an environment of mutual respect where equal employment opportunities are available to all applicants without regards to race, color, religion, sex, age, disability, marital status, sexual orientation, gender identity, and any other status protected by applicable law. All employment is decided on the basis of qualifications, merit, and the agency's needs.
5. For the information of all concerned.

JOSITA E. CARMEN, CESO V
Schools Division Superintendent

Reference: DepEd MSP ORA-OHRA

To be indicated in the Perpetual Index
under the following subjects:

VACANT POSITIONS HIRING
JBD//CALL UP OF APPLICANTS
390 /AUGUST 18, 2021



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