



VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Bureau of Learners Support Service
DIVISION/UNIT:	School Health Division

POSITION PROFILE	
Position: Health Education and Promotion Officer III	Salary Grade: 18 Annual Salary: Php 457,020.00
Item No.: OSEC-DECSB-HEPO3-18-2015	Benefits: Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
The position is responsible in assisting the Supervising Health Program Officer in the health education program, plan campaigns and assisting in the formulation of health education and promotion policies and guidelines.	
QUALIFICATIONS	
Education	Completion of academic requirements for a Master's degree with health or other related courses as area of specialization
Experience	2 years of experience in health education / promotion activities or other related work
Training	8 hours of relevant training
Eligibility	Relevant R.A 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Teodora Alonzo Building) on or before **September 14, 2018**:
 - a. Letter of Intent (addressed to Mr. Albert Jerome C. Andres, SAO-OIC of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - c. Curriculum Vitae
 - d. Photocopy of one (1) government-issued ID
 - e. Photocopy of Certificate of Eligibility
 - f. Photocopy of the latest Transcript of Records
 - g. Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - h. Certificates of relevant trainings and seminars attended
 - i. Certificates of outstanding accomplishments
 - j. E-copy of all submitted documents (enclosed in a CD)

**Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
2. Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.