



## VACANCY ANNOUNCEMENT

<b>BUREAU/SERVICE/OFFICE:</b>	Bureau of Learner Support Services
<b>DIVISION/UNIT:</b>	School Health Division

### POSITION PROFILE

<b>Position:</b> Health Education and Promotion Officer III	<b>Salary Grade:</b> 18 <b>Annual Salary:</b> Php 487,644.00
<b>Item No.:</b> (1 item) OSEC-DECSB-HEPO3-18-2015	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits

### JOB DESCRIPTION

This 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 year experience in health education/promotion activities or other related work
Training	8 hours of relevant training
Eligibility	Relevant RA 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 **August 09, 2019**:
  - 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. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained
  - f. Photocopy of the latest Transcript of Records **and** Photocopy of certificate of Completion of Academic Requirements (if applicable)
  - g. Photocopy of the 3 Performance ratings for the last 3 rating periods from January 2018 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 **on** or **before** the deadline of applications.