NOTICE OF VACANCY
June 1, 2020

Position/Salary Grade  Teaching-Aids Specialist / 11
Monthly Salary        Php 22,316
No. of Position/ Place of Assignment  1 / Curriculum and Learning Management Division, DepEd SOCCSKSARGEN RO

Qualifications
Education  Bachelor’s degree in Education or its equivalent
Experience  None required
Training  None required
Eligibility  PBET; Teacher, Career Service (Professional)
             Appropriate Eligibility for Second Level Position

Duties and Responsibilities of a Teaching-Aids Specialist

LR Teams
1. Provide support in coordinating the formation of the LR Development Teams of the regional office.
2. Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team.
3. Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.

LR Technical Competencies
1. Searches and maintains a “Directory of Human Resource” with LR required skills (writers, editors, illustrators, creative and lay out artists, etc.) to provide LR Development teams with ready pool of resources as needed.
2. Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams.
3. Coordinates and prepares the draft Contracts for sourced talents and service providers.
4. Coordinates the needs and requirements of contracted service providers to follow through fulfillment of TOR/ contract and payment for their service.

Technical Assistance
1. Gather data and provide initial analysis as inputs to TA needs with regard the LRMDS and plans to improve access to learning resources of schools division and schools.
2. Provide technical support in the delivery of interventions to respond to the LR needs of schools division.
The DepED RO XII highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 15, 2020**.

1. Fully accomplished Personal Data Sheet (CS Form 212) with recent passport-sized picture which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Photocopy of Scholastic Records (TR, Diploma)
3. Photocopy of Eligibility/Licenses
4. Copy of Training Certificates applicable to the position applied (if any and must not be credited during the last promotion)
5. 3 years Performance Rating (if applicable)
6. Updated Service Record/Certificate of employment with brief description of duties and responsibilities, if applicable
7. Latest approved appointment (if applicable)
8. Proof of Outstanding Accomplishment/s related to the position being applied, if any

**Qualified Applicants** are advised to hand-in or send through courier/email their application to:

**Allan G. Farnazo, CESO IV**  
Regional Director  
DepEd RO XII, Carpenter Hill, City of Koronadal  
region12@deped.gov.ph  
allan.farnazo@deped.gov.ph

The Personnel Section will be accepting application of interested and qualified applicants for evaluation of documents.

Please refer to DepED Order No. 66 s. 2007, “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions” for the criteria and number of points assigned to each criterion.

**Joseph Russel M. Farnazo**  
Administrative Officer V  
[HRMO III]

Note:  
Only applicant/s with complete requirements shall be entertained.

**SMP/NOV/AD-P/022/JUNE 1, 2020**