



RELEASE
JAN 07 2022
CHEDRO III

NOTICE OF VACANT PERMANENT POSITION

Education Supervisor II (SG-20)

NO. OF VACANCIES: ONE (1)

QUALIFICATION STANDARDS:

- Master's degree relevant to the Job (preferably in the field of Health Related)
- At least two (2) years of relevant experience
- With eight (8) hours of training
- Appropriate Second level Eligibility

TERMS OF REFERENCE:

- Evaluates program offerings of Higher Education Institutions (HEIs) based on established criteria and tools before an authority/permit is recommended.
- Monitor and evaluates compliance of HEIs based on approved policies, standards and guidelines of course/program offering,
- Advice HEIs on the procedure and provides inputs regarding school operation/management thru memoranda, communication, etc.
- Facilitates collection and analyses data for policy recommendation.
- Provides inputs during research for a, consortium and the like.
- Implements various programs/activities/projects of the region and gather feedbacks
- Acts as resource speaker in seminars/workshops and other in-service training activities.
- Performs other task as maybe assigned by the immediate supervisor.

INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS;

1. Application Letter
2. Duly accomplished and notarized Personal Data Sheet (CSC Form 212; Revised 2017)
3. Authenticated copy of License/eligibility
4. Certificate of Employment and Trainings attended
5. Photocopy of Transcript of Records

TO: DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III
Director IV
Commission on Higher Education
Regional Office III
DM Gov't Center, Maimpis, City of San Fernando, Pampanga
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DEADLINE OF SUBMISSION OF APPLICATIONS: 17 January 2022

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.