

<b>Place of Assignment :</b>	CHEDRO CARAGA
<b>Position Title :</b>	Supervising Education Program Specialist
<b>Plantilla Item No. :</b>	CHEDB-SVEPS-25-1998
<b>Salary/Job/Pay Grade :</b>	22
<b>Monthly Salary :</b>	Php 78,162.00
<b>Eligibility :</b>	Career Service (Professional); Second Level Eligibility
<b>Education :</b>	Bachelor's Degree relevant to the job
<b>Training :</b>	16 hours of relevant training
<b>Work Experience :</b>	3 years of relevant experience
<b>Competency :</b>	

**Instructions/Remarks :**

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 March 17, 2025.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); and duly notarized.
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; Certificate of Employment and Certificate of Training attended

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Chief Administrative Officer**

HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City  
COMMISSION ON HIGHER EDUCATION  
[hrdd.applications@ched.gov.ph](mailto:hrdd.applications@ched.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** March 05, 2025

**Closing Date :** March 17, 2025