

Place of Assignment :	Technical Division
Position Title :	Education Supervisor II
Plantilla Item No. :	CHEDB-ESUP2-181-1998
Salary/Job/Pay Grade :	20
Monthly Salary :	Php 62,967.00
Eligibility :	RA 1080 or Second Level Civil Service Eligibility
Education :	Bachelor's Degree relevant to the job
Training :	8 hours of relevant training
Work Experience :	2 years of relevant experience
Competency :	<p>CORE COMPETENCIES Solving Problems and Making Decisions Intermediate - the ability to resolve deviations and exercise good judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results Delivering Service Excellence Intermediate - The ability to provide proactive, responsive, accessible, courteous and effective public service to attain high level of customer satisfaction. Exemplifying Integrity Intermediate - Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules. ORGANIZATIONAL COMPETENCIES Writing Effectively Intermediate - The ability to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively Speaking Effectively Intermediate - The ability to actively listen, understand and respond appropriately when interacting with individuals and group. Planning and Delivering Intermediate - The ability to set priorities and identify scope and allocate resources to meet individual, team or organization targets and objectives in order to deliver work on time to prevent future problems Championing and Applying Innovation Intermediate - The ability to increase productivity and efficiency at work by applying new ideas and creative solutions to existing processes, methods and services Demonstrating Personal Effectiveness Intermediate - The ability to demonstrate and display self-direction or self-motivation as well as engaging in ongoing personal development LEADERSHIP COMPETENCIES Thinking Strategically and Creatively Intermediate - The ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situation</p>

or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness

Leading Change

Intermediate - The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change

Building Collaborative and Inclusive Working Relationships

Intermediate - The ability to build and maintain a network of reciprocal, high trust, synergistic working relationship within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing with the organization and with external stakeholders

Managing Performance and Coaching for Results

Intermediate - The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement

Creating and Nurturing a High Performing Organization

Intermediate - The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented

TECHNICAL COMPETENCIES

Knowledge on the PSGs of the programs

Level 2 - Displays knowledge of the PSGs of the various programs

Knowledge of Philippine Higher Education

Level 2 - Ability to understand the structure, policies, institutions, and current issues that shape tertiary education in the Philippines.

Knowledge and Information Management

Level 2 - Creates/evaluates systems to capture and analyze information to guide policy and strategy

Action Planning

Level 3 - Demonstrates ability to identify particular set of achievable objectives, translate these into measurable indicators and identify

Facilitation Skills

Level 3 - Displays ability to conduct workshops & facilitate meetings

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 July 28, 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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

NELIA A. ALIBIN, PhD

Director IV, CHED-Caraga Regional Office

HEDC Bldg., CSU Compound, Ampayon, Butuan City

chedcaraga@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 17, 2025

Closing Date : July 28, 2025