



Republic of the Philippines
Early Childhood Care and Development Council

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City, 1605
Contact & Fax No.: (02) 8571.4615 / 8571.6590 / 8571.6833 / 8571.8041
Email Address: helpdesk@eccdcouncil.gov.ph | comms@eccdcouncil.gov.ph

POSITION TITLE	PLANNING OFFICER I
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 24,000.00
OFFICE ASSIGNMENT	Monitoring, Evaluation, and Technical Assistance
MINIMUM QUALIFICATION STANDARDS	Education: Bachelors/College Degree in Applied Mathematics major in Actuarial Science; Statistics; Data Science or other relevant degree Work Experience: 1 year relevant experience in data management Training: 4 hours of relevant training Eligibility: Career Service Professional / Second Level Eligibility (<i>Preferred but not required</i>)
JOB DESCRIPTION	<ul style="list-style-type: none">● Monitoring and Assessment Support:<ul style="list-style-type: none">○ Assist in physical and desk-based monitoring of recognition and accreditation processes;○ Provide logistical and administrative support to external evaluators;○ Document assessment proceedings during monitoring visits; and○ Assist in coordinating exit conference with the team or pool of evaluators after monitoring activities.● Data Management and Analysis Support:<ul style="list-style-type: none">○ Assist in data collection and contribute to database maintenance;○ Support the encoding and organization of local assessment results; and○ Provide assistance in research activities by gathering relevant data.● Capacity Building and Facilitation Support:<ul style="list-style-type: none">○ Assist in preparing materials for training sessions and workshops; and○ Support the development of technical reports, presentations, and briefing documents.

For interested applicants, you may send the following documents through email not later than **(February 26, 2025)**. Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

1. Application Letter stating the desired position addressed to **Ms. Necitas D. Largo – Chief Administrative Officer;**
2. Duly Accomplished Personal Data Sheet (CSC Form No.212) with latest passport size photo and thumbmark,
3. Work Experience Sheet (CSC Form No. 212 attachment)
4. Scanned copy of Transcript of Records and Diploma
5. Scanned copy of Certificates of training/seminar attended
6. Scanned copy of Certificate of Employment from the previous employers

Files should be in a PDF and must NOT be compressed into archive file formats such as RAR or ZIP. If applying for multiple positions, submit a separate set for each.

Any application emailed to hr@eccdcouncil.gov.ph shall use the email subject (Surname_Position Title), unless otherwise it will not be entertained nor processed.



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Sample Email Subject:

- **CRUZ_ ACCT III**

Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

*Qualified applicants will be notified thru text message and/or email.

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.