



Republic of the Philippines
Early Childhood Care and Development Council

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 Email Address: helpdesk@eccdcouncil.gov.ph | comms@eccdcouncil.gov.ph

POSITION TITLE	PLANNING OFFICER II
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 30,000.00
OFFICE ASSIGNMENT	Monitoring, Evaluation, and Technical Assistance
MINIMUM QUALIFICATION STANDARDS	<p>Education: Bachelors/College Degree in Information Technology; Computer Science; Data Science; or other relevant degree</p> <p>Work Experience: 1 year relevant experience in data management</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service Professional / Second Level Eligibility (<i>Preferred but not required</i>)</p>
JOB DESCRIPTION	<ul style="list-style-type: none"> • Monitoring and Assessment: <ul style="list-style-type: none"> ○ Assist in both field and desk-based monitoring of recognition and accreditation processes; ○ Provide technical assistance to external evaluators during assessment activities; ○ Document assessment proceedings and key findings during monitoring visits; and ○ Facilitate exit conferences with the team or pool of evaluators after monitoring activities. • Data Management and Analysis: <ul style="list-style-type: none"> ○ Leads in data collection and ensure maintenance of an organized database; ○ Support the encoding and processing of local assessment of results; and ○ Assist in research activities by providing data analysis and insights as needed. • Capacity Building and Facilitation: <ul style="list-style-type: none"> ○ Serve as a resource person or facilitator in relevant training sessions and workshops; and ○ Assist in developing technical reports, presentations, and briefing materials related to monitoring and evaluation.

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.

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.