



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	Program Development Officer – <i>Information, Education, and Communication Advocacy</i>
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 28,000.00 – 30,000.00
OFFICE ASSIGNMENT	Program and Policy Unit
MINIMUM QUALIFICATION STANDARDS	Education: Bachelor’s Degree Work Experience: At least 1 year of relevant experience Training: 8 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">• Prepares and develops concept notes and project ideas based on regular assessments of client needs and feedback from project beneficiaries, stakeholders and partners from the national to the local levels; and research studies both national and international on innovations in IECA;• Manages the preparation of IECA activity proposals, media production designs, guided by the concept notes and project ideas approved by the Council Management Officers;• Prepares technical inputs in the development of annual plans, five-year development plans, and other ECCDC Institutional Reports;• Carries out necessary technical work in the development of partnership and networking arrangements with appropriate media and communication institutions from the national to the local levels;• Serves as technical officer in the conduct of special program activities on information, communication, advocacy and social mobilization work of the Council;• Plans and conducts necessary Monitoring and Evaluation activities that would serve as basis for informed decision in the reprogramming and/or revision of the Council’s IECA Program strategies and approaches;• Manages the IECA documentation of program activities and synthesize highlights with the view of identifying noteworthy project features as well as identifying gaps that need to be addressed by the Council;• Serves as the primary writer of draft reports, guidelines and other correspondences related to the Council’s policies, programs and projects;• Assists in the conduct of ECCDC-initiated researches /special projects/activities;• Develop, support and promote the ECCDC Council’s mandate, including message development, social media content creation and media outreach;• Develop and disseminate public relations materials that increase our visibility among stakeholders and lawmakers;• Participates in official trips and leads the technical work to support the implementation of the Council’s ongoing IECA and media-assisted programs and projects monitors mentees to provide technical assistance/support to on-going projects/programs when needed;• Updates/upgrades job knowledge by participating in educational opportunities;• Prepares and submits other reports and documents as may be required by management; and• Performs other related tasks as may be assigned from time to time.

For interested applicants, you may send the following documents through email not later than **(May 22, 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 hiring@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.