



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](mailto:helpdesk@eccdcouncil.gov.ph) | [comms@eccdcouncil.gov.ph](mailto:comms@eccdcouncil.gov.ph)

POSITION TITLE	Program Development Officer II
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 30,000.00 – 35,000.00
OFFICE ASSIGNMENT	Program and Policy Unit
MINIMUM QUALIFICATION STANDARDS	<b>Education:</b> Bachelors/College Degree preferably in Early Childhood Education, Psychology, or Special Education <b>Work Experience:</b> 1 year relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service Professional / Second Level Eligibility ( <i>Preferred but not required</i> )
JOB DESCRIPTION	<ul style="list-style-type: none"><li>• Provides technical support in ECCD program.</li><li>• Assists in the development of project, program, activity proposal;</li><li>• Assists in the preparation of status/progress report of ongoing projects, correspondence and communications related to the programs and projects of the Council;</li><li>• Participates in monitoring and provides technical assistance to assigned CDTs in the implementation of their action plans;</li><li>• Attends/Participates in the ECCD meetings and events;</li><li>• Participates in official trips and provides needed support to on-going projects/programs when needed;</li><li>• Updates job knowledge by participating in educational opportunities</li><li>• Prepares and submits reports and documents as may be required by management; and</li><li>• Performs other related tasks as may be assigned from time to time.</li></ul>

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](mailto:hiring@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.*