



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 II
STATUS	CONTRACT OF SERVICE
MONTHLY SALARY	Php 30,000.00 – 35,000.00
OFFICE ASSIGNMENT	Program and Policy Unit
MINIMUM QUALIFICATION STANDARDS	Education: Bachelors/College Degree in Early Childhood Education, Special Education, Psychology or other relevant degree Work Experience: 1 year relevant experience Training: 4 hours of relevant training Skills: Strong facilitation and communication skills are an advantage. Eligibility: Career Service Professional / Second Level Eligibility (<i>Preferred but not required</i>)
Key Responsibilities	<ul style="list-style-type: none">• Serves as resource person/trainer in ECCD related sessions;• Assists in the conduct of HRD programs;• Proposes innovative programs based on evaluation studies, monitoring reports of the Council and the latest research on ECCD;• Prepares needed Guidelines, Proposals, Formats, Presentations and Correspondences related to Policies and Programs of the Council Secretariat;• Assists in the identification, documentation, and institutionalization of good/best practices of ECCD Programs;• Participates in official trips and provides needed support to ongoing projects/programs when needed;• Monitors ongoing projects and provides technical assistance to assigned mentoring regions;• Conducts research for the enhancement of ongoing programs of the Council;• Provides technical support to the other units of the Council as required;• Attends/Participates in ECCDC meetings and events as necessary;• Updates job knowledge by participating in educational opportunities; and• Performs other related functions as may be assigned from time to time. <p>As Gender and Development (GAD)-Technical Working Group Member:</p> <ul style="list-style-type: none">• The role provides technical support for ECCD and GAD programs through planning, training, research, monitoring, and report preparation. It leads gender mainstreaming efforts, develops proposals and IEC materials, coordinates capacity-building activities, and offers technical assistance across units, while regularly updating leadership on program progress and best practices.

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.

Sample Email Subject:

- **CRUZ_ ACCT III**



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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.