



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)

<b>POSITION TITLE</b>	PLANNING OFFICER I
<b>STATUS</b>	CONTRACT OF SERVICE
<b>MONTHLY SALARY</b>	Php 25,500.00
<b>OFFICE ASSIGNMENT</b>	Monitoring, Evaluation, and Technical Assistance
<b>MINIMUM QUALIFICATION STANDARDS</b>	<b>Education:</b> Bachelors/College Degree <b>Work Experience:</b> any relevant experience in data analysis <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service Professional / Second Level Eligibility ( <i>Preferred but not required</i> )
<b>JOB DESCRIPTION</b>	<ul style="list-style-type: none"><li>• <b>Monitoring and Assessment Support:</b><ul style="list-style-type: none"><li>○ Assist in physical and desk-based monitoring of recognition and accreditation processes;</li><li>○ Provide logistical and administrative support to external evaluators;</li><li>○ Document assessment proceedings during monitoring visits; and</li><li>○ Assist in coordinating exit conference with the team or pool of evaluators after monitoring activities.</li></ul></li><li>• <b>Data Management and Analysis Support:</b><ul style="list-style-type: none"><li>○ Assist in data collection and contribute to database maintenance;</li><li>○ Support the encoding and organization of local assessment results; and</li><li>○ Provide assistance in research activities by gathering relevant data.</li></ul></li><li>• <b>Capacity Building and Facilitation Support:</b><ul style="list-style-type: none"><li>○ Assist in preparing materials for training sessions and workshops; and</li><li>○ Support the development of technical reports, presentations, and briefing documents.</li></ul></li></ul>

For interested applicants, you may send the following documents through email not later than **(May 30, 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:



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- **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.*