



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

**Tanggapan ng Kalihim**  
**Office of the Secretary**

Trunkline: 632-1361 to 70  
E-Mail: [osec@deped.gov.ph](mailto:osec@deped.gov.ph)  
Website: <http://www.deped.gov.ph>

**SEP 01 2003**

DepED MEMORANDUM

No. **310** s. 2003

**ANNOUNCING THE SEARCH FOR THE POSITION OF EXECUTIVE DIRECTOR  
OF THE PHILIPPINE-AMERICAN EDUCATIONAL FOUNDATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Director of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of the letter dated August 15, 2003 from the Acting Executive Director of the Office of American Affairs, Department of Foreign Affairs, regarding the search for an eligible individual to fill-up the forthcoming vacancy for the position of Executive Director of the Philippine-American Educational Foundation (PAEF).
2. In this connection, enclosed are the job description and essential qualifications for said position.
3. Immediate dissemination of this Memorandum is desired.

  
**EDILBERTO C. DE JESUS**  
Secretary

Rhea/maricar-dmPAEF  
08-28-03

Encs.: As stated  
Reference: None  
Allotment: 1- -(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS

QUALIFICATIONS

SEARCH

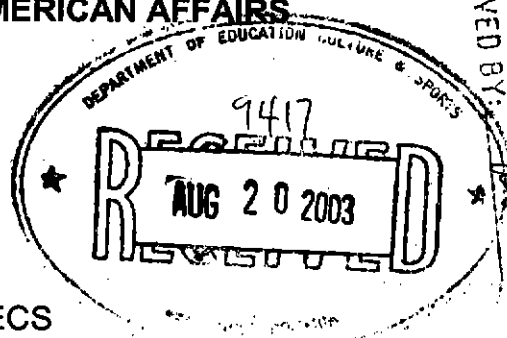


22636

OFFICE OF AMERICAN AFFAIRS

15 August 2003

Ms. Rosita L. Santiago  
Chief Personnel  
Human Resource Devt. Service, DECS  
2/F, Rizal Bldg. II, DECS Ultra Complex  
Meralco Ave., Pasig City



RECEIVED BY:  
2003 AUG 20 PM 1:21  
DECS  
RECORDS DIVISION

Madam:

Enclosed, for dissemination and appropriate action, is a letter from the Philippine-American Educational Foundation (PAEF) requesting DFA's assistance for the recruitment of an eligible individual for the position of Executive Director of PAEF.

Also enclosed are the job description and essential qualifications for the aforementioned position.

Very truly yours,

For the Assistant Secretary:

*Melita Sta. Maria Thomeczek*  
**MELITA STA. MARIA THOMECEK**  
Acting Executive Director



Philippine-American Educational Foundation

seeks an  
**Executive Director**

Applications are invited from Filipino and U.S. citizens for the position of Executive Director of the Philippine-American Educational Foundation (PAEF). PAEF is a non-profit, binational commission responsible for administering the Fulbright exchange program in the Philippines and for providing educational advising services concerning higher education in the U.S.

**Essential Qualifications:**

1. Management skills to run a program with many stakeholders;
2. Knowledge of and experience with higher education in the United States and the Philippines (study, teaching and/or research experience in the U.S. will be helpful);
3. Excellent communication skills;
4. Strong interest in bilateral and international relations;
5. Strong interest in cultural and educational exchange activities;
6. Ability to represent the program within the community; and
7. Fundraising skills.

The PAEF Executive Director position requires a "hands-on" manager, willing to exercise oversight and management of Foundation activities and staff. The successful candidate is a proven leader with a vision for promoting mutual understanding through educational exchange between the U.S. and the Philippines. A demonstrated ability to set priorities is essential. Travel within the Philippines and occasionally abroad is required. Applicants must demonstrate effectiveness when interacting with American and Filipino academics, government officials and business leaders. Applicants must be able to manage and direct an international exchange program compatible with the changing needs of both countries, ensuring that PAEF fulfills the purposes of the binational agreement and the policy guidelines of the J. William Fulbright Foreign Scholarship Board.

A three-year renewable contract will be offered to the successful candidate. Contract will be subject to review upon completion of the first year as Executive Director. Salary and benefits are competitive and will be commensurate with experience. A letter of application succinctly addressing each of the above qualifications and accompanied by a CV should be received at the address below by 15 October 2003, the application closing date.

Dr. Thomas J. Kral, Chairman, PAEF Executive Director Search Committee  
Cultural Affairs Officer, American Embassy  
Roxas Boulevard, Manila