

**Job Title:** TEXTBOOK EDITOR IN MAPEH

**Number of Vacant Positions:** 2

**Duties and Responsibilities:**

- Check curriculum alignment of manuscripts
- Check manuscript for any plagiarized content
- Review manuscripts and suggest points for improvement
- Edit submitted manuscripts with regards to content, language, and grammar
- Coordinate with author until textbook is polished

**Qualifications:**

- Graduate of a bachelor's degree MAPEH or any related field
- Has a good grasp of the English language
- Capable of editing content, grammar, language, etc. of MAPEH textbooks (from grade school to senior high school)
- Knowledgeable in the MAPEH concepts
- Has knowledge or previous experience in editing and proofreading
- Willing to work with strict deadlines
- Capable of working under pressure

**Job Type:** Full-time, Permanent

**Schedule:** Mon- Fri -9 hours Dayshift

**Benefits:**

- Company events
- Health insurance
- Paid training
- Pay raise
- Promotion to permanent employee
- Work from home
- Sign Up Bonus

**Supplemental pay types:**

- 13th month salary
- Bonus pay
- Overtime pay
- Performance bonus

**Work Location:** Quezon City

**Contact Person:** Ms.Nika Gerolaga

**Contact Number:** 09176207499

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