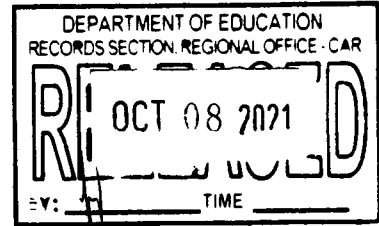




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM



TO : Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

FROM: *[Signature]*
FLORANTE E. VERGARA
 Director IV/Regional Director

SUBJECT: NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE

DATE : October 8, 2021

1. This is to inform all interested applicants of the vacant positions at the Administrative and Finance Divisions, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Aide IV, (SG 04)	Completion of two years college studies or high school graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/1st Level Eligibility
	Job Summary: To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of such to the management and staff of the RO, and to assist in the disposal of waste materials and unserviceable equipment.			
Administrative Assistant I (SG 07)	Completion of two years college studies or high school graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/1st Level Eligibility
	Job Summary: To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division			



Address: Wangal, La Trinidad, Benguet, 2601
 Telephone No.: (074) 422-1318
 Email: car@deped.gov.ph



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2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit the following documents on or before **October 20, 2021**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Three (3) recent Performance ratings, if applicable;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of trainings/seminars attended;
6. Service Records
7. Other pertinent documents based on: Regional Memorandum No. 178, s. 2020.

Applications with incomplete documents regarding the above qualifications shall not be entertained.

3. Qualified applicants are advised to upload their applications and documents to the online job application system, or hand in/send through courier their application to:

ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director
 DepED-CAR Regional Office, Wangal
 La Trinidad, Benguet
<http://www.depedcar.ph/jobs/online-application>

4. The tentative schedule of assessment activities shall be as follows:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
Oct.26-27, 2021 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of ADA IV and ADAS I Applicants	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Sasha Joseph L. Daganos, Eleonora A. Albidas; Daisy P. Eswat, Atty. Sebastian G. Tayaban, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
Nov. 3, 2021, From 9:00AM Onwards	Online Written Examination and Interview of Applicants for ADA IV and ADAS 1	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Sasha Joseph L. Daganos, Eleonora A. Albidas; Daisy P. Eswat, Atty. Sebastian G. Tayaban, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
Nov. 8, 2021	Submission of Comparative Assessment (Ranklist) to the Head of Office	HRMPSB/Secretariat

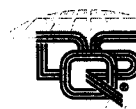
5. For information and dissemination.



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