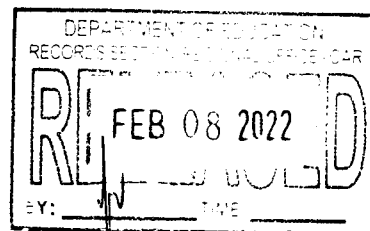




Republic of the Philippines
Department of Education
Cordillera Administrative Region

MEMORANDUM

TO : Schools Division Superintendents
Chiefs of Divisions
All Others Concerned



FROM : **MAKSIM A. BOTILAS PhD**
Chief Administrative Officer
Officer-In-Charge

SUBJECT : **NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE**

DATE : February 8, 2022

1. This is to inform all interested applicants of the vacant positions at the Administrative Division, Curriculum and Learning Management Division (CLMD), Office of the Regional Director (ORD), and Quality Assurance Division (QAD), Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Two (2) Education Program Supervisor (SG 22)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal/ Head Teacher/ Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
	<p>Job Summary:</p> <p>1. EPS to be assigned at the Quality Assurance Division:</p> <ul style="list-style-type: none"> - To provide technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement. <p>2. EPS to be assigned at the Curriculum and Learning Management Development:</p> <ul style="list-style-type: none"> a. To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource 			



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
	materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; b. To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance; and, c. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator).			
Administrative Officer I (SG 10)	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
	Job Summary: a. To assist the AO V-Asset management section in providing services to the management and staff of the RO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education; and, b. Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.			
Administrative Assistant III (SG 9)	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
	Job Summary: To provide prompt and quality support service to the Director and/or directorate by implementing administrative systems, procedures, and monitoring administrative projects in order for the Director to perform his/her duties efficiently.			

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 in one copy on or before **February 18, 2022**:

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.
8. Electronic-copy of requirements in a flash drive (for walk-in applicants)



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 schedule of assessment activities shall be as follows:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
March 1-4, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of EPS, AO I, and ADAS III Applicants	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Daisy P. Eswat, Rosita C. Agnasi, Clemente D. Bandao/Nover Keithley S. Mente, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
March 10 - 11, 2022 From 9:00AM Onwards	Online Written Examination and Interview of Applicants for EPS, AO I, and ADAS III.	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Daisy P. Eswat, Rosita C. Agnasi, Clemente D. Bandao/Nover Keithley S. Mente, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
March 16, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

