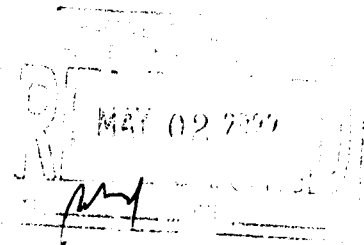




Republic of the Philippines
Department of Education
Cordillera Administrative Region

MEMORANDUM

TO : **Schools Division Superintendents
Chiefs of Divisions
All Others Concerned**



FROM : **ESTELA P. LEON-CARIÑO EdD, CESO III**
Director IV/Regional Director

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

DATE : April 26, 2022

1. This is to inform all interested applicants of the vacant positions at the Administrative Division, Education Support Services Division (ESSD), Office of the Regional Director (ORD), and Human Resource Development Division – NEAP-R, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Officer V (SG 18)	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional /Second Level Eligibility)
	Job Summary: a. Manage communication systems, processes and mechanisms to strengthen relationships with external partners and stakeholders and media organizations and inform the public of the accomplishments of the Region; b. Provide direct communication support to the RD/ARD and other official spokespersons; and, c. Manage information and communication platforms in support of information dissemination and crisis management.			
Dormitory Manager II (SG 11)	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)
	Job Summary: To manage the Regional Education Learning Center (RELC) by ensuring upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations.			



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Draftsman II (SG 8)	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 (Subprofessional)/ Draftsman or Illustrator (MC 10, s. 2013)/ First Level Eligibility
	Job Summary: To provide drafting services and assistance to the Engineer in the construction of educational facilities.			
Administrative Assistant I (SG 7)	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility
	Job Summary: To provide clerical support to the Unit Head and staff for the effective and efficient operation of the Legal Unit.			
Administrative Aide VI (SG 6)	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility
	Job Summary: To provide administrative support to the AO V (Records) in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office.			
Administrative Aide IV (SG 4)	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility
	Job Summary: To assist the AOIV in providing general services in the areas of: <ul style="list-style-type: none"> • Driving • Vehicle Maintenance • Messengerial services • Photocopying • Maintenance of RO grounds and facilities 			

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 **May 2, 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. For walk-in applicants: Electronic-copy of requirements in a flash drive or upload it here: <https://tinyurl.com/OnlineApplicants>

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 P. LEON-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
May 17 - 20, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of AO V, Dormitory Management II, Draftsman II, ADAS I, ADA VI, and ADA IV Applicants	ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Jennifer P. Ande, Edgar H. Madlaing, Atty. Vanessa B. Flora, Susan D. Bangnan, Lilia A. Bannawe, Clemente D. Bandao/Nover Keithley S. Mente, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
May 25 - 27, 2022 From 9:00AM Onwards	Online Written Examination and Interview of Applicants for AO V, Dormitory Management II, Draftsman II, ADAS I, ADA VI, and ADA IV.	
May 31, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

