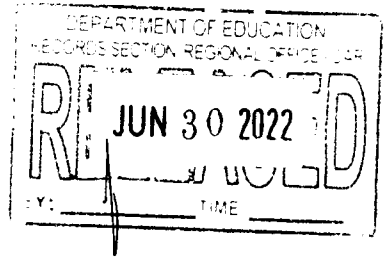




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



**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 POSITION IN THE REGIONAL OFFICE**

DATE : June 27, 2022

1. This is to inform all interested applicants of the vacant position at the Human Resource Development Division, NEAP-R, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
<b>Education Program Supervisor (SG 22)</b>	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
	<b>Job Summary:</b> To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD Systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.			

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 **July 4, 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](http://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/walkinsecEPS>

**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:

<b>Date/Time/Venue</b>	<b>Activity</b>	<b>HRMPSB Members and Secretariat</b>
July 6, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of Education Program Supervisor applicants	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Jennifer P. Ande, Clemente D. Bandao/Nover Keithley S. Mente, Elena C. Tawanna; Dumas D. Aban
July 12, 2022 From 9:00AM Onwards	Written Examination and Interview of Applicants for Education Program Supervisor applicants.	
July 18, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/ELC/EAA/DDA



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

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