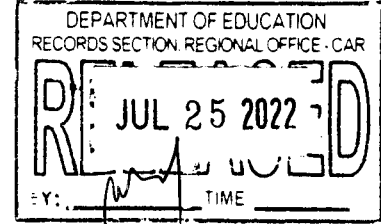




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

**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 :** July 25, 2022

1. This is to inform all interested applicants of the vacant positions at the Office of the Regional Director – Public Affairs Unit (PAU), Policy, Planning and Research Division (PPRD), and Administrative Division, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Project Development Officer II</b>	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
	<b>Job Summary:</b> To provide assistance to the Information Officer III in the general functions stated, to act as the Alternate Information Officer, and to manage information and communication platforms in support of information dissemination and crisis management.			
<b>Administrative Assistant I</b>	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
	<b>Job Summary:</b> To assist the management & staff and provide administrative support in the effective and efficient operation of the Policy, Planning and Research Division (PPRD).			



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Administrative Aide VI</b>	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
	<b>Job Summary:</b> Draft payroll of the Regional Office (RO) and Schools Division Offices (SDOs) based on the previous month's pay for validation and updating.			
<b>Administrative Aide IV</b>	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
	<b>Job Summary:</b> 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 Regional Office (RO), and to assist in the disposal of waste materials and unserviceable equipment.			

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 **August 5, 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/walkinapplicants7>

**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>
August 11-12, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the Project Development Officer II, Administrative Assistant I, Administrative Aide VI, and Administrative Aide IV applicants	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Clemente D. Bandao/Nover Keithley S. Mente, Purita D. De Los Santos/ Jeremy Kermit B. Padilla, Aida L. Payang, Cornelia D. Adaci-Dulnuan, Daisy P. Eswat, Elena C. Tawanna; Dumas D. Aban
August 25 - 26, 2022 From 8:30 AM Onwards	Written Examination and Interview of Applicants for the Project Development Officer II, Administrative Assistant I, Administrative Aide VI, and Administrative Aide IV applicants	
August 31, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/ELC/EAA/DDA

