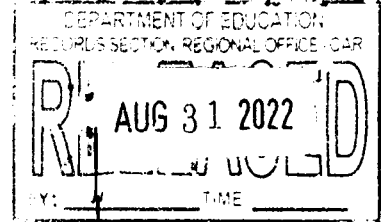




Republic of the Philippines
Department of Education
Cordillera Administrative Region

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 : August 30, 2022

1. This is to inform all interested applicants of the vacant positions at the Human Resource Development Division (HRDD) – NEAPR, and Administrative Division, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Senior Education Program Specialist (SEPS)	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: This position is responsible for assisting the Human Resources Development Division (HRDD) Chief in the development, implementation and monitoring, and evaluation of Professional Development programs in the region based on their context. The position also leads in the collaboration with NEAP CO, and other internal and external stakeholders for the strategic provision of relevant and responsive professional development for teachers and school leaders in the region.			
Administrative Officer V	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: To provide services to the management and staff of the RO in			



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
	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, To facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.			
Administrative Aide VI (2)	Completion of two years of studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
	Job Summary: Draft payroll of the Regional Office (RO) and Schools Division Offices (SDOs) based on the previous month's pay for validation and updating.			

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 **September 12, 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.

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 thru <http://www.depedcar.ph/jobs/online-application>, 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



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

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
September 22-23, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the Senior Education Program Specialist, Administrative Officer V, and Administrative Aide VI applicants	ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Clemente D. Bandao/Nover Keithley
September 29-30, 2022 From 8:30 AM Onwards	Written Examination and Interview of Applicants for the Senior Education Program Specialist, Administrative Officer V, and Administrative Aide VI applicants	S. Mente, Purita D. De Los Santos/ Jeremy Kermit B. Padilla, Jenifer P. Ande, Cornelia D. Adaci-Dulnuan, Elena C. Tawanna; Dumas D. Aban
October 5, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

