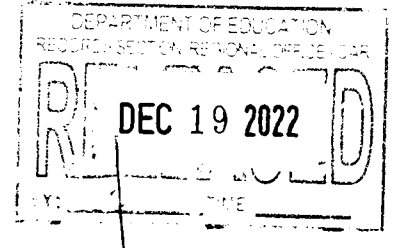




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



**MEMORANDUM**

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

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

SUBJECT : **HIRING OF PERSONNEL ON A JOB ORDER BASIS**

DATE : December 19, 2022

1. The DepEd-CAR Regional Office is in need of the following positions to be hired on Job Order status effective January 3, 2023.

<b>Position Title/Job Summary</b>	<b>No. of Pos.</b>	<b>Daily Rate</b>	<b>Place of Assignment</b>
<b>Drivers</b>	4	P 681.5	Administrative Division
<b>Requirements:</b> <ol style="list-style-type: none"><li>1. With Valid Driver's License</li><li>2. Working knowledge of local roads and routes</li><li>3. Sound knowledge of road safety regulations</li><li>4. Courteous, punctual, and reliable</li></ol>			
<b>Job Summary:</b> <ol style="list-style-type: none"><li>a. Drives office vehicles and transports officials, employees, and materials to and from specified destinations safely and timely.</li><li>b. Maintains the cleanliness and ensures good condition of the assigned vehicle/s at all times; performs routine checks and minor repairs</li></ol>			
<b>Electronics Equipment Technician with skills in Carpentry &amp; other related skills (1)</b>	1	P 767.14	Administrative Division
<b>Job Summary:</b> <ol style="list-style-type: none"><li>a. Assist in the Maintenance and monitoring of the technical equipment (sound system); and,</li><li>b. Perform a variety of skilled carpentry tasks.</li></ol>			



<b>Position Title/Job Summary</b>	<b>No. of Pos.</b>	<b>Daily Rate</b>	<b>Place of Assignment</b>
<b>Administrative Aide (1)</b>	1	P 568.95	Office of the Regional Director
<b>Job Summary:</b> Provides administrative support services and general services functions at the Office of the Regional Director			
<b>Administrative Aide</b>	2	P 568.95	Administrative Division
<b>Job Summary:</b> Monitoring and maintenance of the landscape/garden			
<b>IT Specialist (1)</b>	1	P 767.14	Information & Communications Technology Unit, ORD
<b>Job Summary:</b> a. Provides assistance/support in the development and maintenance of information systems; b. Provide technical support to the Regional Office Personnel; and, c. Perform other duties assigned.			

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 **December 26, 2022:**

a. Letter of Intent addressed to:

**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director  
DepED-CAR Regional Office  
Wangal, La Trinidad, Benguet

b. Duly accomplished and subscribed Personal Data Sheet with Experience Sheet (CSC Form 212, Revised 2017)

4. For information and dissemination.

ADMIN/ELC/EAA/DDA



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Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd-CAR: Weaver of HOP and Transformation  
"Holistic Opportunities for all to be Performing and Excellent  
Cordilleran Learners"