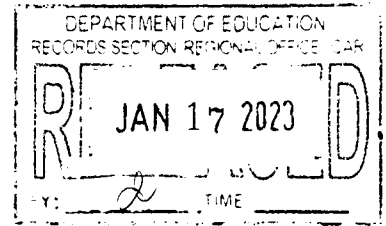




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

000294

**MEMORANDUM**



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

Digitally signed by Carino Estela Leon  
 Date: 2023.01.17 16:16:45 +08'00'

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

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

**DATE :** January 16, 2023

1. This is to inform all interested applicants of the vacant positions at the Curriculum and Learning Management Division (CLMD), Human Resource and Development Division (HRDD), Policy, Planning and Research Division (PPRD), and Administrative Division, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Education Program Specialist II</b>	Bachelor's degree in Education or its equivalent	2 yrs. Experience in education research, development, implementation or other relevant experience	4 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for 2 <sup>nd</sup> Level Position
	<b>Job Summary:</b> - Assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.			
<b>Administrative Assistant I (Secretary I)</b>	Completion of two-year studies in college	None required	None required	CS Sub-Professional/ 1 <sup>st</sup> Level Eligibility



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
	<b>Job Summary:</b> - Assists the management and staff and provide administrative support in the effective and efficient operation of the PPR Division			
<b>Administrative Assistant I (Secretary I)</b>	Completion of two-year studies in college	None required	None required	CS Sub-Professional/1 <sup>st</sup> Level Eligibility
	<b>Job Summary:</b> - To assist the management and staff and provide administrative support in the effective and efficient operation of the Finance Division			
<b>Administrative Aide III (Clerk I)</b>	Completion of two-year studies in college	None required	None required	CS Sub-Professional/1 <sup>st</sup> Level Eligibility
	<b>Job Summary:</b> - To provide clerical and secretariat support to the Administrative Division.			

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 **January 30, 2023**:

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.

**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:

<b>Date/Time/Venue</b>	<b>Activity</b>	<b>HRMPSB Members and Secretariat</b>
February 14-15, 2023 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the EPS II, ADAS I (2) and ADA III applicants	ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Clemente D. Bandao/Nover Keithley
February 21, 2023 From 8:30 AM Onwards	Written Examination and Interview of Applicants for the EPS II, ADAS I (2) and ADA III applicants	S. Mente, Purita D. De los Santos/Jeremy Kermit B. Padilla, Rosita C. Agnasi, Georgina C. Ducayso, Lilia A. Banawe, Elena C. Tawanna; Dumas D. Aban
February 27, 2023	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/MAB//eaa/ect