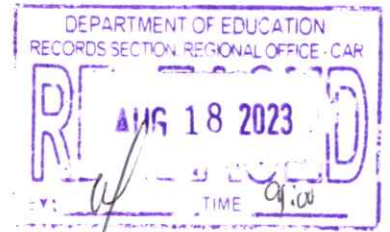




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**MEMORANDUM**

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

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

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

DATE : August 14, 2023

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

Position Title/Job Summary	No. of Pos.	Daily Rate	Place of Assignment
<b>Administrative Aide</b>	1	P 667.18	Administrative Services Division
<b>Job Summary:</b> a. To provide administrative support services at the Administrative Services Division.			
<b>Administrative Aide</b>	1	P 667.18	Procurement Unit - Administrative Services Division
<b>Job Summary:</b> a. To provide administrative/clerical services to the Procurement Unit – Administrative Services Division such as, but not limited to, sorting, and filing of documents, preparation of necessary documents related to procurement, dissemination of issuances, etc.			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expression (SOGIE), are highly



encouraged to apply. Submit the following documents in one copy on or before **August 25, 2023:**

- 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 **notarized** Personal Data Sheet with Experience Sheet (CSC Form 212, Revised 2017)

3. For information and dissemination.