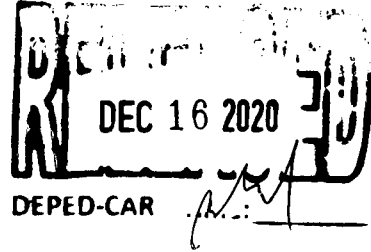




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

TO : Schools Division Superintendents
 Chiefs of Division
 All Others Concerned



FROM:  **ESTELA L. CARIÑO EdD, CESO III**
 Regional Director

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

DATE : December 16, 2020

1. This is to inform you of the following vacant positions at the Education Support Services Division (ESSD) and at the Office of the Regional Director, Regional Office:

Position Title	Education	Experience	Training	Eligibility
Project Development Officer IV	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Prof (Second Level Eligibility
Administrative Aide IV (Driver)	Elementary School Graduate	None required	None required	Driver License; Relevant MC 11, s. 1996

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 five (5) copies on or before **December 29, 2020**:

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.



Address: Wangal, La Trinidad, Benguet, 2601
 Telephone No.: (074) 422-1318
 Email: car@deped.gov.ph



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Applications with incomplete documents regarding the above qualifications shall not be entertained.

3. Qualified applicants are advised to hand in or send through courier/email their application to:

ESTELA L. CARIÑO EdD, CESO 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:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
January 14-15, 2021 9:00 AM onward (ARD's Office)	Paper Assessment for PDO4 & ADA4 positions	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Jennifer P. Ande; Atty. Vanessa B. Flora; Charline T. Balahyas; Engr. Christopher Hadsan; Lilia A. Banawe; Elena C. Tawanna; Kevin B. Tadao
January 21, 2021 (9:00 AM onward)	Written Examination and Interview of Applicants for PDO4 position	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Jennifer P. Ande; Engr. Christopher Hadsan and Atty. Vanessa B. Flora
January 22, 202 (9:00 AM onward)	Interview of Applicants for Administrative Aide IV (Driver II)	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Jennifer P. Ande; Charline T. Balahyas and Lilia A. Banawe
January 27, 2021	Submission of Comparative Assessment (Ranklist) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.