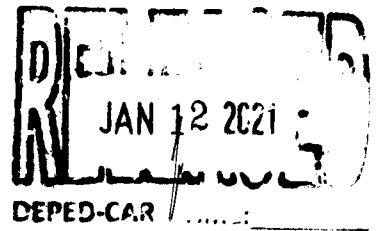




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



MEMORANDUM

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

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

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

DATE : January 11, 2021

1. This is to inform all interested applicants of the following vacant positions at the Curriculum and Learning Management Division (CLMD) and at the Administrative Division, Regional Office:

| Position Title | Education | Experience | Training | Eligibility |
|--|---|---|------------------------------|-------------------|
| Education Program Supervisor (Araling Panlipunan) , SG 22 | Master's Degree in Education or other relevant Master's Degree with specific area of specialization | 2 yrs. as Principal or 2 yrs. as Head Teacher or 2 yrs. as Master Teacher | 8 hours of relevant training | RA 1080 (Teacher) |

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 **January 22 2021**:

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.



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

3. The ICT Unit under the Office of the Regional Director is also in need of an IT Specialist on a **Job Order** basis, renewable quarterly for One (1) Year depending on the result of a performance evaluation. Requirements are as follows:

| Position Title | Education | Training | Skills: | Preferred Qualification |
|---|--|------------------------------|---|--|
| IT Specialist | Bachelors Degree in Information Technology or Computer Science | 8 hours of relevant training | 1. Knowledge & skills in Software Engineering 2. Strong analytical, diagnostic and problem solving skills 3. Knowledge and skills and experience in computer hardware and Software Troubleshooting and Repair 4. Knowledge and skills in Network Support and Administration 5. Excellent record management skills | ➤ With NC II in Computer Hardware Servicing ➤ CS Sub-Prof/First Level Eligibility |
| Daily Rate: P748.00 | | | | |
| Duties and Responsibilities: | | | | |
| 1. Test Alpha and BETA versions and populates data from PRIME-HRM Systems and other information systems under development; 2. Support in logistics requirements of the Project on the Development of PRIME HRM System; 3. Assist in the conduct of preventive maintenance of all ICT Equipment; 4. Assist in troubleshooting and repair of ICT equipment; 5. Other related duties as assigned | | | | |
| Deadline of Submission of Application: January 22, 2021 | | | | |

4. Qualified applicants are advised to upload their applications and documents to the online job application system, or hand in/send through courier their application to:

ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director
 DepED-CAR Regional Office, Wangal
 La Trinidad, Benguet
<http://www.depedcar.ph/jobs/online-application>

5. The tentative schedule of assessment activities shall be as follows:

| Date/Time/Venue | Activity | HRMPSB Members and Secretariat |
|---|---|--|
| February 5, 2021 From 9:00 AM onwards (ARD's Office) | Paper Assessment for EPS position & IT Specialist (Job Order) | OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Atty. Vanessa B. Flora; Carmel F. Meris; Jumar B. Yago-an; Elena C. Tawanna; |
| February 11, 2021 (8:30 AM onwards) | Written Examination and Interview of Applicants for EPS position & IT Specialist (Job Order) | OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Carmel F. Meris, Atty. Vanessa B. Flora; Jumar B. Yago-an; Elena C. Tawanna |
| Feb. 16, 2021 | Submission of Comparative Assessment (Ranklist) to the Head of Office | HRMPSB/Secretariat |

6. For information and dissemination.