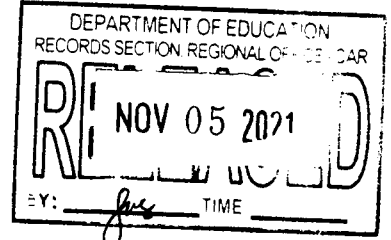




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

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



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

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

DATE : November 4, 2021

1. This is to inform all interested applicants of the vacant position at the Office of the Regional Director, Legal Unit, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Attorney III, (SG 21)	Bachelor of Laws	I year of relevant experience	4 hours of relevant training	RA 1080
Recommended Additional Requirements	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • At least 1 year of supervisory and managerial experience • Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet • MCLE Compliant 			
	<p>Job Summary: The Attorney III assists the Attorney IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:</p> <ul style="list-style-type: none"> • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services. <p>S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.</p>			



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 on or before **November 15, 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. 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>

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

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
Nov. 23, 2021 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of Attorney III Applicants	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Sasha Joseph L. Daganos, Eleonora A. Albidas; Atty. Vanessa B. Flora, Clemente D. Bandao/Nover Keithley S. Mente, Elena C. Tawanna; Dumas D. Aban
Dec. 1, 2021, From 9:00AM Onwards	Online Written Examination and Interview of Applicants for Attorney III	OIC-ARD Florante E. Vergara; Edgardo T. Alos; Sasha Joseph L. Daganos, Eleonora A. Albidas; Atty. Vanessa B. Flora, Clemente D. Bandao/Nover Keithley S. Mente, Elena C. Tawanna; Dumas D. Aban
Dec. 7, 2021	Submission of Comparative Assessment (Ranklist) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ETA/aa
