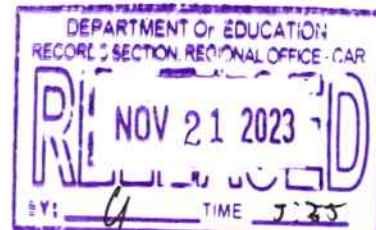




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



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 : November 21, 2023

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

Position Title/Job Summary	No. of Pos.	Daily Rate	Place of Assignment
Administrative Aide (Driver)	4	P 667.18	Administrative Services Division
Job Requirements: <ul style="list-style-type: none"> a. Elementary Graduate; b. With a Valid Professional Driver's License; c. Must be responsible, organized, safety-conscious, and with a proven track record of safe, professional, and passenger-friendly driving skills; and, d. Must be willing to work overtime. 			
Job Summary: To provide support in providing general services in the areas of Driving, Vehicle Maintenance, Messengerial Services, Photocopying, and Maintenance of Regional Office grounds and facilities.			
Administrative Aide (Clerical)	1	P 667.18	Administrative Services Division
Job Requirements: <ul style="list-style-type: none"> a. Completion of two-year studies in college; b. Basic knowledge in computer operations such as Microsoft Office Applications, Web applications, and use of the internet; c. With exceptional organizational skills; and, d. Radiates professionalism. 			
Job Summary: To assist in receiving and releasing of office communications both manual and electronic and/or through the Document Tracking System (DTS), filing of records using the Functional Subject Alphabetic Classification System (FSACS), and processing of Certification, Authentication, and Verification (CAV) of School Records.			



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

Position Title/Job Summary	No. of Pos.	Daily Rate	Place of Assignment
Administrative Aide (Gardener)	2	P 590.91	Administrative Services Division
Job Requirements:			
<ul style="list-style-type: none"> a. Must be able to read and write; b. With experience as a gardener; c. Knowledgeable in plant reproduction, transplantation, and cultivation techniques; and, d. Must be willing to work overtime. 			
Job Summary:			
To monitor and maintain the health of all plants and greenscapes, watering plants, trimming shrubs, and trees, fertilizing and mowing lawns, weeding, and cleaning walkways.			

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 **December 4, 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 Work Experience Sheet (CSC Form 212, Revised 2017);
- c. Photocopy of Certificate of Eligibility, if applicable;
- d. **For Administrative Aide (Driver) applicants only:** Photocopy of valid Driver's License; and,
- e. Other pertinent documents.

3. For information and dissemination.