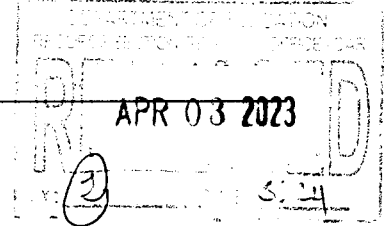




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



MEMORANDUM

TO : Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

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

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

DATE : April 3, 2023

1. This is to inform all interested applicants of the vacant positions at the Administrative Services Division, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Aide VI (Clerk III) – Records Section (1)	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility
Job Summary: To provide administrative support to the AO V (Records) in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office.				
Administrative Aide VI (Clerk III) – Payroll Services Unit (2)	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility
Job Summary: To process and update deduction files and print payrolls, supplementary payrolls, remittance lists, and payroll register/summary.				



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Aide VI (Clerk III) – Personnel Section (1)	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility
<p>Job Summary:</p> <p>To provide administrative support in the effective and efficient operation of the Personnel Section.</p>				
Administrative Aide VI (Clerk III) – Cash Section (1)	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility
<p>Job Summary:</p> <p>To assist and provide administrative support in the effective and efficient operation of the Cash Section. Moreover, to provide clerical support in the performance of functions related to cashing and other transactions in the Cash Section.</p>				
<p>Job Summary:</p> <p>Processes and update deduction file and print payrolls, supplementary payrolls, remittance lists, and payroll register/summary.</p>				
Administrative Aide IV (Clerk II) – AMS (1)	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility
<p>Job Summary:</p> <p>To assist in maintaining proper storage, delivery, and issuance of supplies, materials, and equipment towards the adequate and timely provision of such to the management and staff of the Regional Office. As well as to assist in the disposal of waste materials and unserviceable equipment.</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 in one copy on or before **April 11, 2023:**

- a. Letter of intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings, if applicable;



- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by an authorized official (Download here: <https://tinyurl.com/ChecklistOSS>); and,
- k. Other documents, if applicable:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment; and,
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item "i" is not relevant to the position to be filled, if applicable.

Applications with incomplete documents shall not be entertained.

3. Qualified applicants are advised to upload their applications and documents to the online job application system thru **<http://www.depedcar.ph/jobs/online-application>**, or hand in/send through courier their application to:

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
 DepED-CAR Regional Office
 Wangal, La Trinidad, Benguet

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

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
April 17-18, 2023 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the ADA VI and ADA IV applicants	ARD Ronald B. Castillo; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Purita D. De los Santos/Jeremy Kermit B. Padilla, Cornelia D. Adaci-Dulnuan, Elena C. Tawanna; Dumas D. Aban



Date/Time/Venue	Activity	HRMPSB Members and Secretariat
April 25, 2023, From 8:30 AM Onwards	Written Examination and Interview of Applicants for the Education Program Supervisor and Statistician I applicants	
April 28, 2023	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/ELC/EAA/ect/dom

