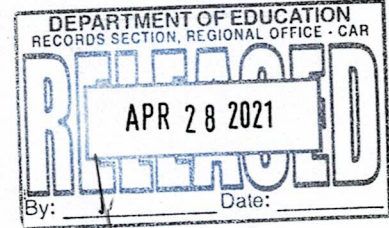




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

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 : April 26, 2021

1. This is to inform all interested applicants of the vacant positions at the following Offices of the Regional Office:

1.a Curriculum and Learning Management Division

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Education Program Supervisor (SG 22), Araling Panlipunan	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Preferred Qualification	BSE Major in Araling Panlipunan/History/Social Studies			
Job Summary	<ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance; When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 			



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



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MANAGEMENT SYSTEMS SOLUTIONS

1.b Finance Division

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Assistant V (Data Controller III) - SG 11	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	CS Sub Prof/First Level Eligibility
Preferred Qualification	Two year studies in BS Accountancy/BS Commerce/Business Administration major in Accounting; and/or with at least NC II in Bookkeeping			
Job Summary	<i>Responsible for the preparation of financial and accountability reports for submission to management and oversight agencies and recording of financial transactions in the books of accounts</i>			

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 **May 7, 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>



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



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

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
<p>May 10 & 11, 2021 From 9:00 AM onwards (ARD's Office)</p>	<p>Paper Assessment for EPS & Administrative Assistant V</p>	<p>OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Atty. Vanessa B. Flora; Carmel F. Meris; Atty. Sebastian G. Tayaban; Charline T. Balahyas, Elena C. Tawanna;</p>
<p>May 17, 2021, From 9:00AM Onwards</p>	<p>Written Examination and Interview of Applicants for EPS and ADAS V</p>	<p>OIC-ARD Florante E. Vergara; Edgardo T. Alos; Eleonora A. Albidas; Carmel F. Meris, Atty. Vanessa B. Flora; Atty. Sebastian G. Tayaban, Charline T. Balahyas,; Elena C. Tawanna</p>
<p>May 21, 2021</p>	<p>Submission of Comparative Assessment (Ranklist) to the Head of Office</p>	<p>HRMPSB/Secretariat</p>

6. For information and dissemination.