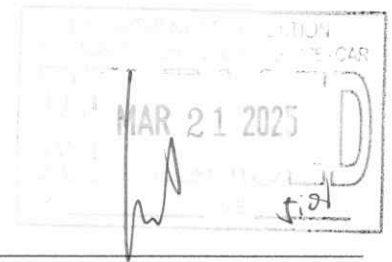




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 212.2025

HIRING OF TECHNICAL ASSISTANT I UNDER THE CONTRACT OF SERVICE TO WORK WITH THE REGIONAL PARTNERSHIP FOCAL PERSON

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

1. This is to inform all interested applicants of the vacant position under the contract of service in the Regional Office:

Position Title:	Technical Assistant I		
Basic Monthly Salary.:	P 28,000.00 plus P 2,800.00 premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the Job	None required	None required	None required

Terms of reference:

- a. Administrative Support:
 - Provide general administrative assistance to the Partnerships Office.
 - Maintain and organize office records, files, and databases related to partnerships.
 - Schedule and coordinate meetings, workshops, and events.
- b. Partnership Management Support:
 - Assist in drafting partnership proposals, agreements, and reports.
 - Maintain communication with external partners and stakeholders
 - Support the monitoring and evaluation of ongoing partnership activities.
- c. Research and Documentation:
 - Conduct research on potential partners, funding opportunities, and industry trends.
 - Prepare briefing notes, presentations, and summaries for internal and external use.
 - Document meeting minutes and follow up on action items.
- d. Data Analysis and Reporting:
 - Collect and analyze data relevant to partnerships and collaborations.
 - Generate regular reports on partnerships performance and impact.
 - Contribute to the preparation of strategic plans and progress reports.
- e. Event Coordination:
 - Support the planning and execution of partnership-related events and initiatives.
 - Coordinate logistics, invitations, and promotional materials for events.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
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DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 93 9192

f. Technical Support:

- Assist in maintaining partnership management systems and tools.
- Provide technical assistance to the Partnerships Office team as required.

g. Other Duties:

- Perform other tasks and responsibilities as assigned by the Partnerships Office.
- Proactively contribute ideas and recommendations to improve partnership processes.

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 Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:

- a. Letter of intent addressed to the Head of Office;

ESTELA P. LEON-CARIÑO EdD, CESO III

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

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. 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;

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **April 2, 2025, 5:00 PM.**

4. For information and dissemination.



Digitally signed by ESTELA P. LEON-CARIÑO EdD, CESO III
Date: 2025.03.21 14:53:52 +08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director