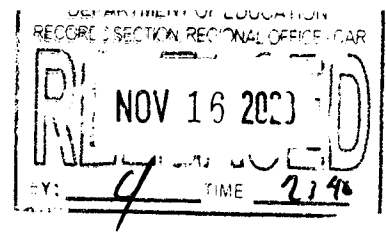




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM
No. 695 . 2023

NOTICE OF VACANT POSITION IN THE REGIONAL OFFICE

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

1. This is to inform all interested applicants of the vacant position at the Finance Division, Regional Office:

VACANCY/ PARTICULARS			
Position Title/SG		Administrative Officer IV (Budget Officer II) / SG 15 (P 36,619.00)	
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility
Job Summary:			
<ul style="list-style-type: none"> Provides support and assistance to the Budget Section of the Regional Office and Implementing Units 			

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 apply. Submit the following documents in **one copy** on or before **November 28, 2023**:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID;
- Photocopy of Certificate of Eligibility/Ratings;
- 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;
- Photocopy of Certificate/s of trainings;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment;
- 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;
- Duly notarized** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the



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



documents submitted and Data Privacy consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) (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.
1. **For Walk-in applicants:** Submit an electronic copy of the requirements in a flash drive.

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 through **<https://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 tentative schedule of assessment activities shall be as follows:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
December 7, 2023 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the applicants	ARD Ronald B. Castillo; Maksim A. Botilas, Eleonora A. Albidas; Rosita C. Agnasi; Atty. Sebastian G. Tayaban/Cristina L. Paquit; Clemente D. Bandao Jr. / Nover Keithley S. Mente; Elena C. Tawanna; Dumas D. Aban
December 14, 2023 From 8:30 AM Onwards	Presentation of Points to the Applicants; and Written Examination and Interview	ARD Ronald B. Castillo; Maksim A. Botilas, Eleonora A. Albidas; Rosita C. Agnasi; Atty. Sebastian G. Tayaban/Cristina L. Paquit; Clemente D. Bandao Jr. / Nover Keithley S. Mente; Elena C. Tawanna; Dumas D. Aban
December 18, 2023	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.


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