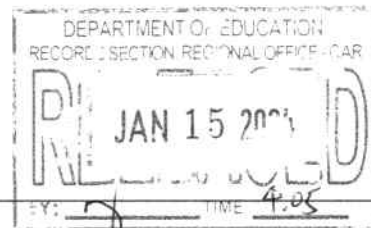




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. **027.2024**

**NOTICE OF VACANT POSITIONS 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 positions in the Regional Office:

<b>VACANCY/ PARTICULARS</b>			
<b>Position Title/SG</b>		<b>Medical Officer IV, SG 23 (P 80,003)</b>	
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080
<b>Place of Assignment:</b> Education Support Services Division			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>Promote, protect, and maintain the physical and mental well-being of all teaching and non-teaching staff by planning, formulating, and executing strategies for health and nutrition programs; and,</li> <li>Provide Supervisory function to health personnel by ensuring smooth operations of the HNUs relative to the implementation of various health and nutrition-related programs and projects.</li> </ul>			
<b>Position Title/SG</b>		<b>Administrative Officer I (Supply Officer I), SG 10 (P23,176)</b>	
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility
<b>Place of Assignment:</b> Administrative Services Division			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>Assist the AO V – Asset Mgmt. Section in providing services to the management and staff of the RO concerning procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance, and inventory of material resources, equipment, and properties to support the efficient operation of the schools division office in managing the delivery of quality basic education; and,</li> </ul>			



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

DepEd Tayo Cordillera

<https://depedcar.ph>

<b>VACANCY/ PARTICULARS</b>			
<ul style="list-style-type: none"> <li>Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.</li> </ul>			
<b>Position Title/SG</b>		<b>Administrative Assistant I (Secretary I), SG 7 (P 18,620)</b>	
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility)
<b>Place of Assignment:</b> Public Affairs Unit (PAU), ORD			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>Provides general administrative and clerical support to the Unit Head and staff for the effective and efficient operation of the PAU and participates in the organization's administrative work group.</li> </ul>			
<b>Position Title/SG</b>		<b>Administrative Assistant I (Secretary I), SG 7 (P 18,620)</b>	
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility)
<b>Place of Assignment:</b> Field Technical Assistance Division (FTAD)			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>Assist the management and staff and provide administrative support in the effective and efficient operation of the FTAD.</li> </ul>			

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 **January 26, 2024**:

- a. Letter of intent addressed to the Head of Office;
- 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 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. **Duly notarized** 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) (Download here: <http://tinyurl.com/ChecklistandOSS>); 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.
- l. **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:

<b>Date/Time/Venue</b>	<b>Activity</b>	<b>HRMPSB Members and Secretariat</b>
February 2, 2024 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; Georgina C. Ducayso; Edgar H. Madlaing; Cyrille Gaye C. Miranda; Vandolph B. Flora; Clemente D. Bandao Jr. / Nover Keithley S. Mente; Purita D. De Los Santos/Jeremy Kermit B. Padilla; Elena C. Tawanna; Dumas D. Aban
February 8, 2024 From 8:30 AM Onwards	Presentation of Points to the Applicants; and Written Examination and Interview	
February 12, 2024	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