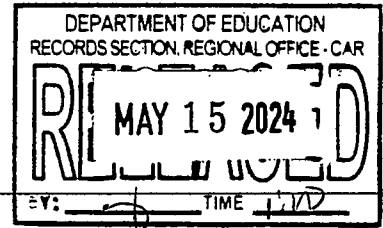




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. **285.2024**

**HIRING OF TECHNICAL ASSISTANTS (TAs) UNDER CONTRACT OF SERVICE (COS)
 FOR THE SCHOOL MENTAL HEALTH PROGRAM (SMHP) AND
 ADMINISTRATIVE SUPPORT II FOR DISASTER
 PREPAREDNESS-RELATED PPAs**

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:

VACANCY/ PARTICULARS

Position Title:	Technical Assistant II - SMHP		
Basic Monthly Salary.:	P 35,000.00 plus 10% premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job (e.g. psychology, social work, allied health)	8 hours of relevant training	One year of relevant experience	License in psychology, guidance & counseling, or social work is an advantage
Terms of Reference:			
a. Together with the permanent personnel designated as the School Mental Health Program Coordinator, serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education; b. Ensure integration and streamlining of mental health policies and programs in the region; c. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region; d. Manage network of resources for mental health promotion and basic services provision; e. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects, and activities; f. Prepare technical documents such as concept notes or program plans or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region; g. Draft letters, memoranda, and other types of communications;			



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



- h. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions.
- i. Attend meetings as assigned; and,
- j. Perform other functions as may be deemed necessary.

Position Title:	Technical Assistant I - SMHP
Basic Monthly Salary.:	P 25,000.00 plus 10% premium
Place of Assignment:	Education Support Services Division (ESSD)

Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job (e.g. psychology, social work, allied health)	None required	None required	License in psychology, guidance & counseling, or social work is an advantage

- Terms of Reference:**
- a. Assist in the integration and streamlining of mental health policies and programs in the region;
 - b. Assist in the provision of technical assistance in the implementation of various mental health programs, projects, and activities in the region;
 - c. Assist in the management of network of resources for mental health promotion and basic services provision;
 - d. Assist in the preparation of technical documents such as concept notes or program plans and activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;
 - e. Assist in drafting letters, memoranda, and other types of communications;
 - f. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;
 - g. Attend meetings as assigned; and,
 - h. Perform other functions as may be deemed necessary.

Position Title:	Administrative Support II (Disaster Preparedness-Related PPAs)
Basic Monthly Salary.:	P 20,000.00 plus P 2,000.00 premium
Place of Assignment:	Education Support Services Division (ESSD)

Qualifications:		
Education	Training	Experience
Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	One year of relevant experience

- Terms of reference:**
- a. Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.

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 **May 23, 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 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. 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. For information and dissemination.


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