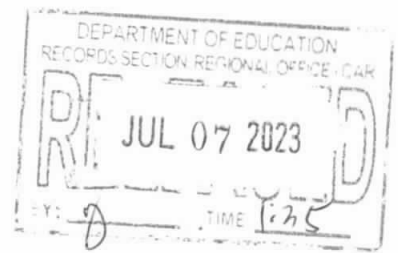




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. **347-2023**

**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 at the Curriculum and Learning Management Division (CLMD), and Finance Division, Regional Office:

<b>VACANCY/ PARTICULARS</b>			
<b>Position Title/SG</b>	<b>Education Program Supervisor (Mathematics) / SG 22</b>		
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
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)
<b>B. Preferred Qualifications</b>			
<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Bachelor's Degree in Education – Major in Mathematics / BS Mathematics, with a Master's Degree in Education or other relevant Master's Degree with specialization in Mathematics			
<b>Job Summary:</b>			
<ul style="list-style-type: none"><li>• 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;</li><li>• To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision, and learning materials development and quality assurance; and</li><li>• When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.</li></ul>			



**Address:** Wangal, La Trinidad, Benguet, 2601

**Telephone No:** (074) 422 – 1318

**Website:** <https://depedcar.ph> | **Email Address:** [car@deped.gov.ph](mailto:car@deped.gov.ph)

VACANCY/ PARTICULARS			
Position Title/SG	Accountant II (Payroll) / SG 16		
QUALIFICATION STANDARDS			
CSC Prescribed Qualifications			
Education	Experience	Training	Eligibility
Bachelor's degree in Commerce/ Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Job Summary:</b> <ul style="list-style-type: none"> <li>• Prepares accountability and financial reports;</li> <li>• Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;</li> <li>• Reviews the financial reports and financial documents for signature of the Accountant III;</li> <li>• Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and,</li> <li>• Maintains discipline and efficiency of subordinates.</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 **July 17, 2023**:

- 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;
- 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 of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment;
- 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;
- 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: <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 thru **<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 schedule of assessment activities shall be as follows:

<b>Date/Time/Venue</b>	<b>Activity</b>	<b>HRMPSB Members and Secretariat</b>
July 25, 2023 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the Applicants	ARD Ronald B. Castillo; Jenifer P. Ande, Maksim A. Botilas, Eleonora A. Albidas; Rosita C. Agnasi, Clemente D. Bandao Jr. / Nover Keithley S. Mente; Elena C. Tawanna; Dumas D. Aban
August 7-8, 2023, From 8:30 AM Onwards	Presentation of Points to the Applicants; and Written Examination and Interview	ARD Ronald B. Castillo; Jenifer P. Ande, Maksim A. Botilas, Eleonora A. Albidas; Rosita C. Agnasi, Clemente D. Bandao Jr. / Nover Keithley S. Mente; Elena C. Tawanna; Dumas D. Aban
August 11, 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