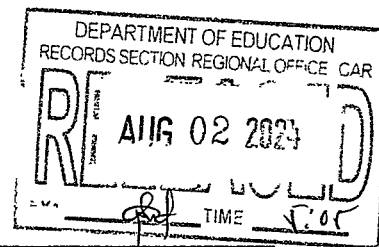




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



August 2, 2024

REGIONAL MEMORANDUM

No. **514.2024**

HIRING OF ADMINISTRATIVE AIDE III ON A JOB ORDER STATUS

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

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

VACANCY/ PARTICULARS

Position Title:	Administrative Aide III
Daily Rate:	P 667.18
Place of Assignment:	Administrative Services Division
Job Requirements:	
<ul style="list-style-type: none"> • Bachelor's degree; and, • Proficient in Microsoft Applications e.g. Word, Excel, PowerPoint, etc. 	
General Job Description:	
<ul style="list-style-type: none"> • To provide administrative support in the effective and efficient operation of the Administrative Services Division 	

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 **August 9, 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 scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- d. Photocopy of Certificate/s of trainings, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are 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:



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>



Certificate No. PIP QMS 24 03 0152

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

ASD/PS/dom/
August 2, 2024