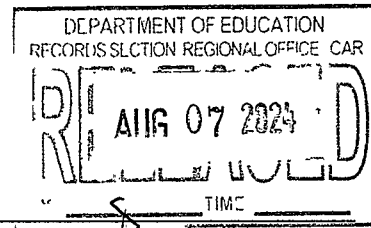




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 526.2024

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:

VACANCY/ PARTICULARS

Position Title/SG:	Administrative Assistant III (Secretary II), SG 9 (P21,211.00)		
Item No.:	OSEC-DECSB-ADAS3-90005-2004		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility
Place of Assignment: Office of the Regional Director			
Job Summary:			
<ul style="list-style-type: none"> Provide prompt and quality support service to the Director and/or directorate by implementing administrative systems, procedures, and monitoring administrative projects in order for the Director to perform his/her duties efficiently 			

Position Title/SG:	Administrative Aide VI (Clerk III), SG 6 (P17,553.00)		
Item No.:	OSEC-DECSB-ADA6-90010-2004		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
Place of Assignment: Administrative Services Division			
Job Summary:			
<ul style="list-style-type: none"> To provide administrative support in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office. 			



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. PSEP CMS 24 92 0192

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 16, 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.

*** APPLICANTS WHO FAILED TO SUBMIT COMPLETE MANDATORY REQUIREMENTS (ITEMS a to j) SHALL NOT BE INCLUDED IN THE POOL OF OFFICIAL APPLICANTS.**

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.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2024.08.07 13:35:03
+08'00'

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

ASD/PS/dom
August 6, 2024