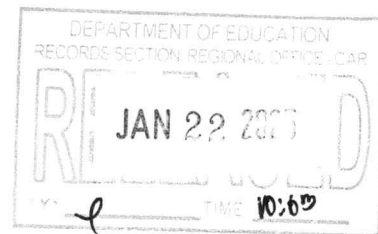




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. **041.2025**

NOTICE OF VACANT POSITION 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 Officer II, SG 11 (Php 28,512.00)		
Item No.:	OSEC-DECSB-ADOF2-90001-2019		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree	None required	None required	Career Service (Professional) Second Level Position
Place of Assignment: Administrative Services Division			
Job Summary:			
<ul style="list-style-type: none"> To provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the region. Also, responsible in payroll management and consolidation of payroll-related reports. 			

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. The following are the documentary requirements:

a. Letter of intent addressed to the Head of Office;

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
 DepED-CAR Regional Office
 Wangal, La Trinidad, Benguet

- 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;



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. PHP QMS
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- 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 supported by the performance evaluation tool 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. *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) – **Sworn before any public officer authorized to administer oath.**

*A copy of the Checklist of Requirements and OSS can be **downloaded 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.

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

- 3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **January 27, 2025, 5:00 PM.**
- 4. For information and dissemination.


ESTELA P. LEON-CARIÑO EdD, CESO III

 Director IV/Regional Director 