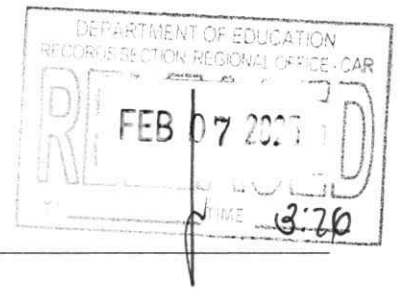




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 097.2025

HIRING OF 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:

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 submit the following 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;
- f. Photocopy of Certificate/s of trainings, if applicable;



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 24 93 9122

- 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. 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 **February 14, 2025, 5:00 PM.**
- 4. For information and dissemination.

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

FOR THE REGIONAL DIRECTOR:



RONALD B. CASTILLO, CESO V
Director III/Assistant Regional Director