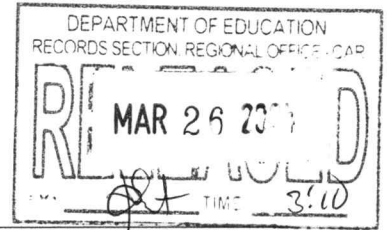




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



March 25, 2024

REGIONAL MEMORANDUM

No. **186** s, 2024

HIRING OF ONE (1) TECHNICAL ASSISTANT 1 ON CONTRACT OF SERVICE AND ONE (1) GENERAL ADMINISTRATIVE AIDE (JOB ORDER) AT THE REGIONAL OFFICE

To: **Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned**

1. This is to inform all interested applicants of the following vacant positions at the Regional Office:

1.1 One (1) Technical Assistant I (School-Based Feeding Program Focal Person) – Contract of Service (COS)

Education Requirement:	Bachelor's Degree Relevant to the job (e.g. Nutritionist Dietitian, Allied health)
Training:	None required
Experience:	None required
Monthly Salary:	P27,500.00 (Base Salary: 25,000.00; Premium: 2,500.00)
Place of Assignment:	Education Support Services Division-Health & Nutrition Section (ESSD-HNS)
General Job Description:	
Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities; Assists in the preparation of communications, reports, technical documents, and monitoring and evaluation of the implementation of SBFP and related programs and activities in the region.	

1.2 One (1) General Administrative Aide – on Job Order

Education Requirement:	Elementary School graduate; must be able to read and write
Skills:	Skills in basic carpentry, plumbing; creativity and design skills
Experience:	One (1) year experience in Carpentry Works; Experience in using hand and power tools (e.g. drills, chisels, sanders, saws, nail guns, etc.)



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>



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Daily rate:	P797.86
Place of Assignment:	Administrative Services Division
General Job Description:	Performs basic carpentry works, plumbing, including tending of plants, landscaping, painting of office ground, and other general services tasks

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit one (1) copy the following documents on or before **April 3, 2024** thru the Records Section, DepEd-CAR Regional Office or thru its online job application system:

<http://www.depedcar.ph/jobs/online-application>.

1. Letter of intent addressed to the Head of Office;
2. Duly accomplished PDS (CS form No. 212, Revised 2017) with Work Experience Sheet;
3. Photocopy of Transcript of Records (TOR), if applicable;
4. Photocopy of Certificate/s of relevant Training, if applicable;
5. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;

3. Qualified applicants are advised to address their applications and documents to the Head of Office as follows:

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/caa



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