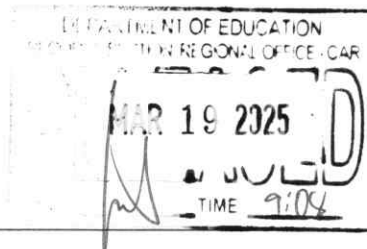




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 203.2025

HIRING OF TECHNICAL ASSISTANT UNDER CONTRACT OF SERVICE

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:

Position Title:	Technical Assistant
Basic Monthly Salary.:	P 22,000.00
Place of Assignment:	Curriculum and Learning Mgmt. Division - ALS
Terms of reference:	
a. Schedules/calendars ALS activities such as trainings, workshops, meetings, and appointments; b. Maintains a filing system of the ALS SHS program to make records and documents accessible while ensuring the safety and security of files; c. Maintains up-to-date information/data on ALS SHS and ensures that information flows timely and securely; d. Facilitates the preparation of reports, communications, and other ALS documents; e. Assists and provides technical support to the Regional ALS Focal Person in the conduct of trainings, workshops, meetings and other related activities specifically on ALS SHS; and, f. Perform other office function related to ALS.	

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;



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 0192

- 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 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 **March 24, 2025, 5:00 PM.**

4. For information and dissemination.



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