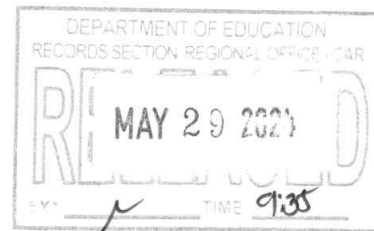




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 334.2024

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 Officer V (Budget Officer III), SG 18 (P46,725.00)		
Item No.:	OSEC-DECSB-ADOF5-90005-2004		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility
Place of Assignment: Finance Division			
Job Summary:			
<ul style="list-style-type: none"> To provide advice to the Regional Director through the Chief AO for Finance in the maximization of funds allocated to the region and coordinate with the Policy, Planning, and Research Division of the RO in the preparation of a budget to support the plans of the region. To lead and supervise the staff of the Budget Section in providing the region with services in budget preparation and consolidation and in monitoring budget execution and accountability. 			
Position Title/SG:	Administrative Officer II (Budget Officer I), SG 11 (P27,000.00)		
Item No.:	OSEC-DECSB-ADOF2-90005-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Place of Assignment: Finance Division			
Job Summary:			
<ul style="list-style-type: none"> Provide support to the budget and fiscal staff of the Region 			



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



Position Title/SG:	Administrative Aide IV (Clerk II), SG 4 (P15,586.00)		
Item No.:	OSEC-DECSB-ADOF2-90005-2014		
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 assist in maintaining proper storage, delivery, and issuance of supplies, materials, and equipment towards adequate and timely provision of such to the management and staff of the RO; and, • To assist in the disposal of waste materials and unserviceable equipment. 			

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 **June 5, 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.
1. **For Walk-in applicants:** Submit an electronic copy of the requirements in a flash drive.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: 2024.05.29 08:27:07
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director



ASD/PS/dom
May 24, 2024