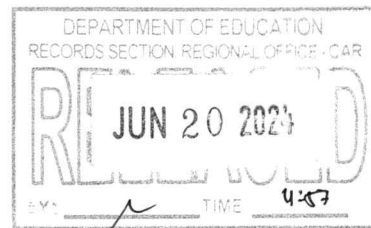




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



20 June 2024

REGIONAL MEMORANDUM

No. **401.2024**

**HIRING OF ADMINISTRATIVE ASSISTANT (IT SPECIALIST)
 ON A JOB ORDER STATUS**

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

- This is to inform all interested applicants of the vacant position in the Regional Office:

VACANCY/ PARTICULARS

Position Title:	Administrative Assistant (IT Specialist)
Daily Rate:	P 797.86
Place of Assignment:	ICTU, Office of the Regional Director
Job Requirements:	
<ul style="list-style-type: none"> Bachelor's degree in Information Technology or Computer Science; Knowledge and skills in software engineering, network support and administration, experience in computer hardware and software troubleshooting and repair; and, Strong analytical, diagnostic, and problem-solving skills, and record management skills. 	
General Job Description:	
<ul style="list-style-type: none"> Test Alpha and BETA versions and populate data on Information systems under development; Assist in the conduct of preventive maintenance, troubleshooting, and repair of ICT equipment; and, Provide support in logistics requirements, and perform related duties as assigned. 	

- 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 24, 2024**:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- 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;
- Photocopy of Certificate/s of trainings, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are 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 0192

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.


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