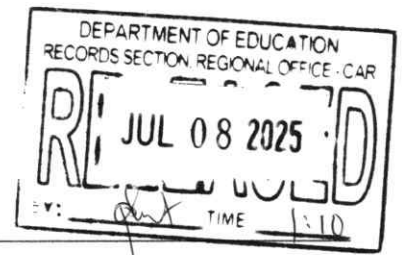




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. 486.2025

**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 Aide III (Clerk I), SG 3 (Php 15,852.00)		
Item No.:	OSEC-DECSB-ADA3-90008-2004		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Position
Place of Assignment: Administrative Services Division			
Job Summary:			
• Perform general clerical tasks, messengerial works, and other manual jobs.			

<b>Position Title/SG:</b>	<b>Education Program Supervisor, SG 22 (Php 78,162.00)</b>		
<b>Item No.:</b>	<b>OSEC-DECSB-EPSVR-90025-2010</b>		
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Master's degree in education or other relevant master's degree with a specific area of specialization	8 hours of relevant training	2 years as Principal, or 2 years as Head Teacher, or 2 years as Master Teacher	RA 1080 (Teacher)
<b>Place of Assignment:</b> Quality Assurance Division			
<b>Job Summary:</b>			
<ul style="list-style-type: none"><li>Provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring, and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.</li></ul>			

- Provides technical assistance to functional divisions/units of the Region and those of the Schools Division for quality assuring their processes and outputs towards continuous improvement.

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. The following are the 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;
- 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 supported by the performance evaluation tool 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. \*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) – **Sworn before any public officer authorized to administer oath.**

\*A copy of the Checklist of Requirements and OSS can be **downloaded 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.

**APPLICANTS WHO FAIL TO SUBMIT COMPLETE MANDATORY REQUIREMENTS (ITEMS a to j) SHALL NOT BE INCLUDED IN THE POOL OF OFFICIAL APPLICANTS.**

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 **July 14, 2025, 5:00 PM.**

4. For information and dissemination.

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

ASD/PS/dom  
July 7, 2025