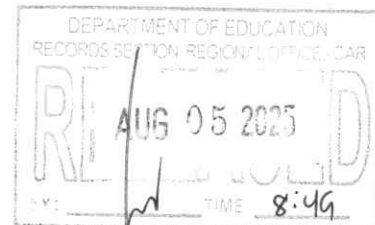




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 557.2025

NOTICE OF VACANT POSITION IN THE REGIONAL OFFICE

To: Assistant Regional Director
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 Assistant I (Secretary I), SG 7 (Php 20,110.00) | | |
| Item No.: | OSEC-DECSB-ADAS1-90010-2014 | | |
| 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: Public Affairs Unit, Office of the Regional Director | | | |
| Job Summary: | | | |
| <ul style="list-style-type: none">• To provide general administrative and clerical support to the Unit Head and staff for the effective and efficient operations of the PAU; and,• To participate in the organization’s administrative work group. | | | |

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 complete 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 **August 8, 2025, 5:00 PM.**
- 4. For information and dissemination.


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