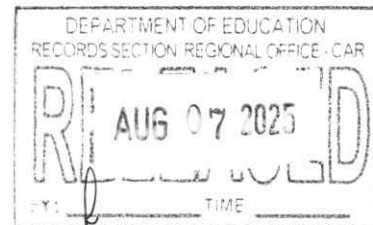




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

**No. 570 . 2025**

**HIRING OF TECHNICAL ASSISTANT I FOR LEARNER FORMATION  
PROGRAMS UNDER CONTRACT OF SERVICE**

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:

<b>Position Title:</b>	<b>Technical Assistant I (for Learner Formation Programs)</b>
<b>Basic Monthly Salary.:</b>	<b>P 28,000.00 plus 10% premium</b>
<b>Place of Assignment:</b>	<b>Education Support Services Division (ESSD)</b>
<b>Qualification Standards:</b> <ul style="list-style-type: none"><li>a. Bachelor's degree relevant to the job;</li><li>b. No prior training or professional experience required; however, internships or volunteer experiences in related areas are advantageous;</li><li>c. Familiarity with basic project management and data management tools;</li><li>d. Strong organizational, coordination abilities, both written and verbal;</li><li>e. Ability to translate complex information into visually appealing designs and presentations.</li></ul>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"><li>a. Assist the Regional Youth/Learner Formation Coordination by aiding in data collection analysis, as well as contributing to monitoring and evaluation efforts to develop a comprehensive report;</li><li>b. Assist in the provision of technical assistance in the implementation of various learner formation programs, projects, and activities in the region;</li><li>c. Assist in the coordination with Division field counterparts in the dissemination of all information required;</li><li>d. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations related to learner formation programs, projects, and activities in the region;</li><li>e. Assist in drafting learner-related letters, memoranda, and other types of communications;</li><li>f. Assist in the coordination with various offices in the Department, other concerned government agencies, partners, and experts in the implementation of learner formation-related programs, projects, and activities;</li><li>g. Attend meetings as assigned to provide technical support and gather pertinent information; and,</li><li>h. Perform other functions as may be deemed necessary.</li></ul>	

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 2025) 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 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 **August 13, 2025, 5:00 PM**.

4. For information and dissemination.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director 