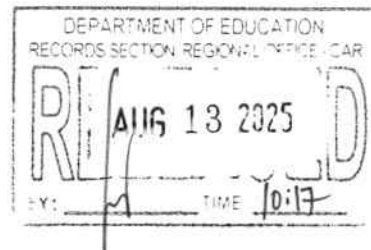




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 585.2025

**HIRING OF ADMINISTRATIVE SUPPORT II FOR DISASTER
PREPAREDNESS-RELATED PPAs**

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:

Position Title:	Administrative Support II (Disaster Preparedness-Related PPAs)		
Basic Monthly Salary.:	P 22,000.00 plus P 2,200.00 premium		
Nature of Employment:	Contract of Service		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	
Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	One year of relevant experience	
Terms of reference:			
a. Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department’s policies and procedures.			

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 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 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 arranged and properly labeled**, to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **August 21, 2025, 5:00 PM.**
- 4. For information and dissemination.


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