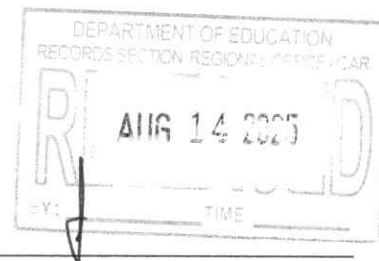




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 596-2025

HIRING OF ADMINISTRATIVE AIDE ON A JOB ORDER STATUS

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Divisions
All Others Concerned

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

Position Title:	ADMINISTRATIVE AIDE (Housekeeper) (2)
Daily Rate:	P 604.77
Place of Assignment:	NEAPR, Human Resource Development Division
Job Requirements: <ul style="list-style-type: none">a. At least High School Graduate (SHS or its equivalent); Vocational or College level is an advantage;b. Experience in customer service is preferred, but not required;c. Knowledge in housekeeping, gardening, and plant care is an advantage; and,d. Ability to multitask and work with minimal supervision;	
Terms of Reference: <ul style="list-style-type: none">a. Assist clients during room reservations.b. Provide assistance to guest queries.c. Perform clerical tasks such as filing documents.d. Respond to phone calls.e. Assist in managing room reservations, cancellations, and modifications.f. Assist in maintaining the inventory of supplies and order as needed.g. Maintain cleanliness, usability, and completeness of dormitory rooms.h. Provide laundry services for used curtains, towels, bed sheets, blankets, tablecloths, and rags.i. Monitor water levels and contact water delivery services as needed.j. Perform gardening tasks and care for plants within the facility premises.k. Dispose of and sort garbage and use the compost pit.	

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**, if applicable;
- c. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma;
- d. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable; and,
- e. Other documents.

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 22, 2025, 5:00 PM.**

4. For information and dissemination.


ESTELA P. LEON-CARIÑO EdD, CESO III

 Director IV/Regional Director