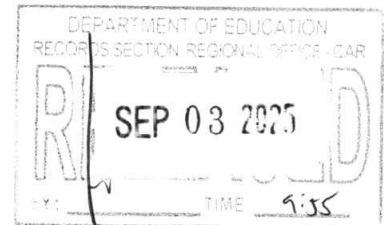




Republic of the Philippines
Department of Education
Cordillera Administrative Region



REGIONAL MEMORANDUM

No. 641.2025

**HIRING OF THREE (3) TECHNICAL ASSISTANT III 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 position in the Regional Office:

Position Title:	Technical Assistant III
Basic Monthly Salary.:	P 48,000.00
Place of Assignment:	Office of the Regional Director
Preferred Qualifications: <ul style="list-style-type: none">a. Degree in Economics, Political Economy, Political Science, Public Administration, Data Science, or any related field of study. Completing master's degree is an advantage;b. With relevant experience in technical work in education sector, both inside and outside DepEd;c. With diverse experiences at different levels of the education system (e.g. Regional, Division and school levels);d. Experience in engaging partners and education stakeholders on education initiatives and policy and program implementation;e. Excellent problem-solving ability - both quantitative and qualitative and is action oriented;f. Strong analytical ability, experience of communicating to non-technical audiences; and,g. Can work at pace and with the team.	
Duties and Responsibilities: <ul style="list-style-type: none">a. Provide technical support to the DepEd Head of Delivery Unit – Office of the Regional Director;b. Prepare briefing materials, policy notes, presentation materials and draft speeches and progress reports;c. Coordinate with relevant DepEd CO and RO Offices including education partners and stakeholders;d. Organize and facilitate workshops and small group meetings in the region;e. Maintain progress monitoring template specific to Delivery Unit deliverables; and,f. Perform other functions as may be defined by the head of Delivery Unit.	

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender



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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. Curriculum Vitae;
d. 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;

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 **September 9, 5:00 PM.**

4. For information and dissemination.


ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

ASD/PS/dom
September 2, 2025