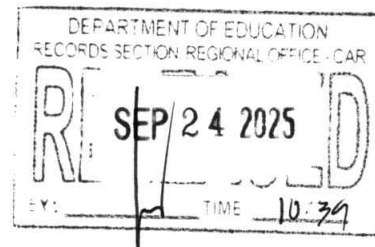




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



19 September 2025

REGIONAL MEMORANDUM

No. 697.2025

**HIRING OF ONE (1) TECHNICAL ASSISTANT (IT SPECIALIST)
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 Assistant (IT Specialist)
Daily Rate:	P 797.86
Place of Assignment:	Office of the Regional Director- ICTU
Job Requirements: <ul style="list-style-type: none">• Bachelor's degree in Information Technology or Computer Science;• Knowledge and skills in software engineering, network support and administration, experience in computer hardware and software troubleshooting and repair; and,• Strong analytical, diagnostic, and problem-solving skills, and record management skills.	
General Job Description: <ul style="list-style-type: none">• Test Alpha and BETA versions and populate data on Information Systems under development;• Assist in the conduct of preventive maintenance, troubleshooting, and repair of ICT equipment; and,• Provide support in logistics requirements and perform related duties as assigned.	

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 (1) complete set of the above documentary requirements to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **September 29, 2025, 5:00 PM.**

4. For information and dissemination.


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