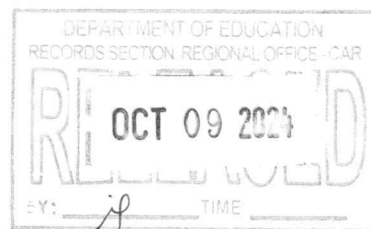




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 708.2024

NOTICE OF VACANT POSITION IN THE REGIONAL OFFICE

To: 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:

VACANCY/ PARTICULARS

Position Title/SG:	Administrative Assistant I (Secretary I)		
Item No.:	OSEC-DECSB-ADAS1-90004-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
Place of Assignment: Finance Division			
Job Summary:			
<ul style="list-style-type: none"> To provide administrative support in the effective and efficient operation of the Finance Division 			

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 apply. Submit the following documents in **one copy** on or before **October 14, 2024**:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Ratings;
- 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;
- Photocopy of Certificate/s of training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 93 0192

- i. 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;
- j. **Duly notarized** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) (*A copy of the Checklist of Requirements and OSS can be downloaded here: <http://tinyurl.com/ChecklistandOSS>*); and,
- k. Other documents, if applicable:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment; and,
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item "i" is not relevant to the position to be filled, if applicable.
1. **For Walk-in applicants:** Submit an electronic copy of the requirements in a flash drive.

APPLICANTS WHO FAILED TO SUBMIT COMPLETE MANDATORY REQUIREMENTS (ITEMS a to j) SHALL NOT BE INCLUDED IN THE POOL OF OFFICIAL APPLICANTS.

3. Qualified applicants are advised to upload their applications and documents to the online job application system through **<https://depedcar.ph/jobs/online-application>**, or hand in/send through courier their application to:

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
DepED-CAR Regional Office
Wangal, La Trinidad, Benguet

4. For information and dissemination.


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