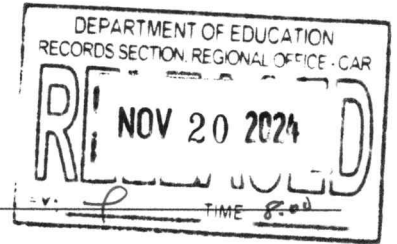




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

No. **832-2024**

**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**

<b>Position Title/SG:</b>	<b>Administrative Officer V (Human Resource Management Officer III), SG 18</b>		
<b>Item No.:</b>	<b>OSEC-DECSB-ADOF5-90001-2004</b>		
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility
<b>Place of Assignment:</b> Administrative Services Division			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>To lead and supervise the staff who will provide the RO with services in the acquisition of personnel, tracking their movement within the organization, ensuring the timely receipt of their compensation and mandated benefits, and manage the employee data base and records.</li> </ul>			

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 **November 22, 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 trainings, 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. P1P QMS 24 83 0182

- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- 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

Digitally signed by  
ESTELA P. LEON-  
CARIÑO EdD, CESO III