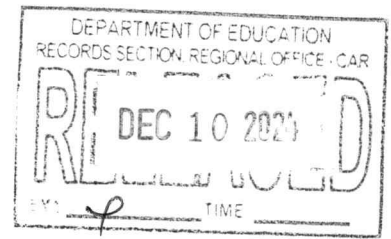




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 899-2024

NOTICE OF VACANT POSITIONS 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 positions in the Regional Office:

VACANCY/ PARTICULARS

Position Title/SG:	Education Program Supervisor (Edukasyon sa Pagpapakatao) , SG 22		
Item No.:	OSEC-DECSB-EPSVR-90016-2010		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Place of Assignment: Curriculum and Learning Management Division (CLMD)			
Job Summary:			
<ul style="list-style-type: none"> To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; To provide technical assistance to the school divisions in curriculum implementation, instructional supervision, and learning materials development and quality assurance; and, When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator. 			

Position Title/SG:	Education Program Specialist II, SG 16		
Item No.:	OSEC-DECSB-EPS2-90003-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position



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DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 93 0192

Place of Assignment: Human Resource Development Division			
Job Summary:			
<ul style="list-style-type: none"> Assists the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services. 			
Position Title/SG:	Administrative Officer IV (HRMO II), SG 15		
Item No.:	OSEC-DECSB-ADOF4-90101-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility
Place of Assignment: Administrative Services Division			
Job Summary:			
<ul style="list-style-type: none"> To provide technical and administrative services to the management and personnel in the areas of RO recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.); and, To assist the AO V for Personnel in implementing Personnel Guidelines and reportorial obligations to DepEd management and oversight agencies. 			
Position Title/SG:	Administrative Aide VI (Clerk III), SG 6		
Item No.:	OSEC-DECSB-ADA6-90011-2004		
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: Administrative Services Division			
Job Summary:			
<ul style="list-style-type: none"> Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating. 			

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 **December 19, 2024**:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) 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 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.
- l. **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