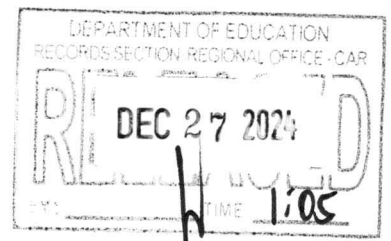




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**  
 No. 931.2024

**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 positions in the Regional Office:

**VACANCY/ PARTICULARS**

<b>Position Title/SG:</b>	<b>Teacher Credentials Evaluator II, SG 15 (Php 38,413.00)</b>		
<b>Item No.:</b>	<b>OSEC-DECSB-TCE2-90001-1998</b>		
<b>CSC Prescribed Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Bachelor's degree in Education or its equivalent	4 hours of relevant training	1 year relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
<p><b>Place of Assignment:</b> Administrative Services Division  <b>Job Summary:</b></p> <ul style="list-style-type: none"> <li>To evaluate the credentials of teachers, teaching related personnel of the School Division Offices who are recommended for upgrading, reclassification and conversion of positions using the Equivalent Records Form (ERF), to assign them to their appropriate level according to their competence, experience and education.</li> <li>To assist the AO V for Personnel in the review and validation of documents for personnel actions, data gathering, and reportorial obligations to DepEd management and oversight agencies.</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 submit the following documents:

- 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



**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. PHF QMS 24 93 0192

- 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 supported by the performance evaluation tool 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.

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

- 3. Interested and qualified applicants are advised to submit complete mandatory requirements through the records section or upload their application documents to the online job application system through <https://depedcar.ph/jobs/online-application> on or before **January 3, 2025, 5:00 PM.**
- 4. For information and dissemination.

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

FOR THE REGIONAL DIRECTOR:



**RONALD B. CASTILLO**  
Director III/Assistant Regional Director