



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



**REGIONAL MEMORANDUM**  
 No. 266-2025

**HIRING OF TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS)  
 FOR THE SCHOOL MENTAL HEALTH PROGRAM (SMHP)**

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:</b>	<b>Technical Assistant I - SMHP</b>		
<b>Basic Monthly Salary.:</b>	<b>P 28,000.00 plus 10% premium</b>		
<b>Place of Assignment:</b>	<b>Education Support Services Division (ESSD)</b>		
<b>Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Bachelor's degree relevant to the job (e.g. psychology, social work, allied health)	None required	None required	License in psychology, guidance & counseling, or social work is an advantage
<b>Terms of Reference:</b>			
<ol style="list-style-type: none"> <li>Assist in the integration and streamlining of mental health policies and programs in the region;</li> <li>Assist in the provision of technical assistance in the implementation of various mental health programs, projects, and activities in the region;</li> <li>Assist in the management of network of resources for mental health promotion and basic services provision;</li> <li>Assist in the preparation of technical documents such as concept notes or program plans and activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;</li> <li>Assist in drafting letters, memoranda, and other types of communications;</li> <li>Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;</li> <li>Attend meetings as assigned; and,</li> <li>Perform other functions as may be deemed necessary.</li> </ol>			



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-CAR 24 03 0192

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 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 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 copy** of the documentary requirements to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **April 21, 2025, 5:00 PM.**

4. For information and dissemination.



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