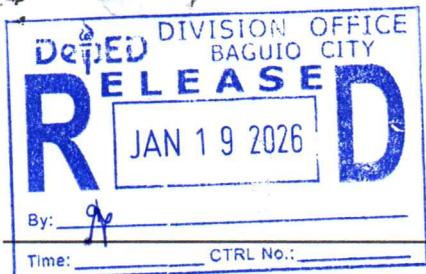
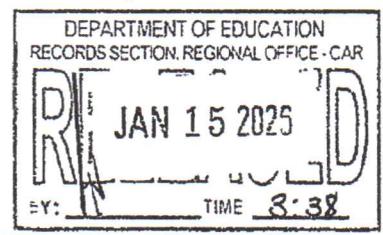


for Posting...



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM
No. 041.2026

HIRING OF TECHNICAL ASSISTANTS UNDER CONTRACT OF SERVICE

To: Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. This is to inform all interested applicants of the vacant positions under contract of service in the Regional Office:

Position Title:	Technical Assistant III
Basic Monthly Salary.:	₱ 48,000.00 plus ₱ 4,800.00 premium
Place of Assignment:	Field Technical Assistance Division
Preferred Qualifications:	
<ul style="list-style-type: none"> a. Degree in Economics, Political Economy, Political Science, Public Administration, Data Science, or any related field of study. Completing master's degree is an advantage; b. With relevant experience in technical work in education sector, both inside and outside DepEd; c. With diverse experiences at different levels of the education system (e.g. Regional, Division and School levels); d. Experience in engaging partners and education stakeholders on education initiatives and policy, and program implementation; e. Excellent problem-solving ability - both quantitative and qualitative and is action oriented; f. Strong analytical ability, experience of communicating to non-technical audiences; and, g. Can work at pace and with the team. 	
Duties and Responsibilities:	
<ol style="list-style-type: none"> 1. Provide Strategic Technical Advisory Support Deliver expert-level guidance and analytical Support to the Head of the Delivery Unit under the Office of the Regional Director, contributing to the formulation and execution of strategic initiatives aligned with DepEd's regional priorities. 2. Develop High-Impact Communication and Policy Instruments Lead the preparation of comprehensive briefing materials, policy notes, presentation decks, speeches, and progress reports to inform decision-making and communicate key developments to internal and external stakeholders. 3. Facilitate Multi-Stakeholder Engagement and Coordination Serve as a liaison between the Delivery Unit and relevant offices within 	



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph

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DepEd Central Office and Regional Offices, as well as external education partners, ensuring seamless collaboration and alignment of efforts.

4. Lead Capacity Building and Knowledge Sharing Activities

Design, organize, and facilitate workshops, consultations, and focused group discussions to build regional capacity, foster innovation, and promote shared understanding of strategic goals.

5. Oversee Performance Monitoring and Reporting Systems

Manage and continuously improve monitoring tools and frameworks to track the progress of Delivery Unit initiatives, ensuring timely and accurate reporting of key performance indicators.

6. Executive Special Projects and Emerging Priorities

Undertake additional responsibilities and special assignments as delegated by the Head of Delivery Unit, Contributing to the dynamic needs of the organization.

Position Title:	Technical Assistant I (for School Health Program)		
Basic Monthly Salary.:	P 28,000.00 plus P 2,800.00 premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job (e.g. psychology, nursing, public health/management or any allied health or social development degree)	None required	None required	License in psychology, guidance & counseling, or social work is an advantage
Terms of Reference:			
<ol style="list-style-type: none"> 1. Assist in the integration and streamlining of school health policies and programs in the region; 2. Assist in the provision of technical assistance in the implementation of various school health programs, projects, and activities in the region; 3. Assist in the management of network of resources for school health promotion and basic services provision; 4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of school health programs, projects, and activities; 5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentation among others regarding school health programs, projects, and activities in the region; 6. Assist in drafting letters, memoranda, and other types of communications; 7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and school health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions; 			



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8. Attend meetings as assigned; and,
9. Perform other functions as may be deemed necessary.

Position Title:	Technical Assistant I (School Sports Focal Person)	
Basic Monthly Salary.:	per RM 051, s. 2016 FF P 28,000.00 plus 10% premium	
Place of Assignment:	Education Support Services Division (ESSD)	
Qualifications:		
Education	Training	Experience
Bachelor's degree in Education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE or its equivalent is a plus)	8 hours of relevant training	At least 6 months of relevant work experience
Other requirements:		
<ul style="list-style-type: none"> • With excellent written and oral communication skills; • Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities; • Work efficiently and requires minimal supervision; • With experience in Sports and PE particularly teaching and coaching sports; • Familiar with various office software like Google Docs, Sheets, and Forms; and, • With working knowledge on various web conferencing software such as Zoom, Google Meet, and Microsoft Teams 		
General Job Description:		
<ul style="list-style-type: none"> • Facilitates the implementation of school sports programs in the Regional Office and monitor its implementation at the Schools Division Offices; • Provides technical and administrative support in delivering efficient and effective plans and activities of School Sports and related programs and activities; and, <p>Assists in the preparation of communications, reports, technical documents, and monitoring and evaluation of the implementation of School Sports and related programs and activities in the region.</p>		

2. DepEd is an equal opportunity employer and allows any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs. All interested and qualified applicants 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



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph



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- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- c. Photocopy of Certificate of Eligibility/Ratings, if applicable;
- d. 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;
- e. Photocopy of Certificate/s of trainings, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- g. 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; and,
- h. Other documents.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Interested and qualified applicants are advised to submit **one set of the documentary requirements, arranged and properly labeled, placed in a folder (not in a clear book), with documents fastened only - not bound,** to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **January 23, 2026, 5:00 PM.**

4. For information and dissemination.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESCO III
Date: 2026.01.15 15:03:23 +08'00'

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

ASD/PS/dom
January 13, 2026