



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

06 April 2026

REGIONAL MEMORANDUM

No. 260.2026

NOTICE OF VACANT POSITIONS AT THE REGIONAL OFFICE

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

1. This is to inform all interested applicants of the vacant positions at the Regional Office, as follows:

Position Title/SG:	Education Program Supervisor, SG 22 (Php 81,796.00)		
Item No.:	OSEC-DECSB-EPSVR-90011-2010		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Master's Degree in Education or other relevant Master's Degree with a specific area of specialization	8 hours of relevant training	2 yrs as Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher	RA 1080 (Teacher)
Place of Assignment: Curriculum and Learning Management Division			

Position Title/SG:	Administrative Assistant I (Secretary I), SG 8 (Php 20,914.00)		
Item No.:	OSEC-DECSB-ADAS1-90007-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility
Place of Assignment: Quality Assurance Division			

2. Details on the job summary and key result areas may be found in the attached Compendium of the Position (*Education Program Supervisor and Administrative Assistant I*).

3. All interested and qualified applicants, including persons with disability (PWD) and members of indigenous communities, are highly encouraged to apply. *DepEd is an equal opportunity employer, and allows any applicant within or outside DepEd to*



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Certificate No. PMP QMS 24 93 0192

apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.

4. The following are the documentary requirements:

a. Letter of intent addressed to the Head of Office;

NICOLAS T. CAPULONG PhD, CESO III

Director IV/Regional Director
DepEd-CAR Regional Office
Wangal, La Trinidad, Benguet

- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) 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 complete performance in the current/latest position prior to the deadline of submission, if applicable;
- j. *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) – **Sworn before any public officer authorized to administer oath.**

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

5. 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