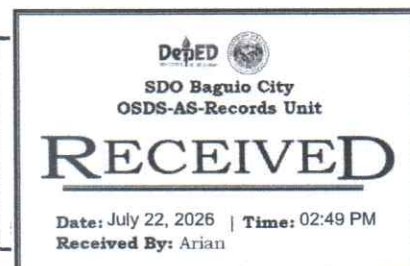




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**

**No. 550.2026**

**CORRIGENDUM TO RM NO. 542, S. 2026 "HIRING OF TECHNICAL ASSISTANT  
UNDER CONTRACT OF SERVICE AND ADMINISTRATIVE AIDE UNDER  
JOB ORDER STATUS AT THE REGIONAL OFFICE"**

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

1. This memorandum is issued to inform all concerned of the following corrections to RM No. 542, s. 2026:

| Position            | Basic Monthly Salary |                                      |
|---------------------|----------------------|--------------------------------------|
|                     | From                 | To                                   |
| Technical Assistant | P 22,000.00          | P 28,000.00 plus 10% monthly premium |

**Duties and Responsibilities:**

**1. Program Monitoring and Evaluation**

- Assist in the rollout, consolidation, and analysis of ALS M&E tools;
- Facilitate data collection from Divisions, CLCs and ALS teachers;
- Support validation visits, field monitoring, and generation of reports.

**2. Data Management and Documentation**

- Maintain updated ALS databases (ALS MIS, ALS SHS Data Board);
- Assist in checking data accuracy in LIS, A&E registration, and program accomplishment reports;
- Prepare documentation for regional performance reviews and reporting requirements.

**3. Administrative Support**

- Assist in organizing meetings, trainings, orientations, and capacity building sessions;
- Draft communication letters, minutes of meetings, and activity documentation;
- Support preparation, liquidation documentation, and fund utilization.

**4. Coordination Work**

- Coordinate with Schools Division Offices and other stakeholders;
- Assist the Regional ALS Focal Person in communicating deadlines, issuances, and updates to SDOs
- Provide advisory, and follow-through support to ALS implementers.

#### 5. Special Tasks

- Assist in special regional projects aligned with ALS 2.0;
- Perform other tasks relevant to ALS operations as assigned by the supervisor and the chief of the CLMD.

2. All other provisions stated in Regional Memorandum No. 542, s. 2026 shall remain in effect.

3. For information and dissemination.

Digitally signed by Capulong Nicolas Tengol  
Date: 2026.07.22 13:19:26 +08'00'

  
**NICOLAS T. CAPULONG PhD, CESO III**  
Director IV/Regional Director

ASD/PS/dom  
June 25, 2026



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