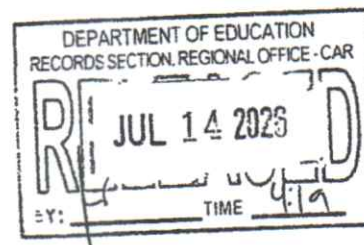




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 528.2026

HIRING OF TECHNICAL ASSISTANT IV (ENGINEER III/ARCHITECT III) UNDER CONTRACT OF SERVICE

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

1. Pursuant to Memorandum **DM-OUHRODI-2026-2277**, titled "*Immediate Hiring of Forty (40) DepEd Project Engineers/Architects*", this office announces the hiring of four (4) Technical Assistant IV under Contract of Service, details as follows:

Position Title:	Technical Assistant IV (Engineer III/Architect III)
Basic Monthly Salary.:	P 52,000.00 plus 10% monthly premium pay
Qualifications:	Education: Bachelor's degree in Engineering/Architecture Training: 8 hours relevant training Experience: 2 years relevant experience
Place of Assignment:	SDO Tabuk City: 1 Civil Engineer; SDO Baguio City: 1 Architect; and, SDO Mountain Province: 1 Civil Engineer, and 1 Architect
Duties and Responsibilities: a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools; b. Prepare/review/evaluate technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects; c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices; d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;	

- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations;
- f. Provide technical assistance to the recipient schools to ensure proper project implementation;
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project;
- j. Regularly coordinates with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH;
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Conduct random inspection of delivered school furniture under the School Furniture Program;
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD;
- n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January;
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- q. May be assigned to supervise a region and/or divisions as needed;
- r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer; and
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.



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;

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. Comprehensive Curriculum Vitae;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Certified True Copy 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 training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Birth Certificate (issued by the Philippine Statistics Authority);
- i. Medical Certificate (CSC Form No. 211, Revised 2025) with laboratory test results;
- j. 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,
- k. 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 **July 21, 2026, 5:00 PM**.

4. For information and dissemination.


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