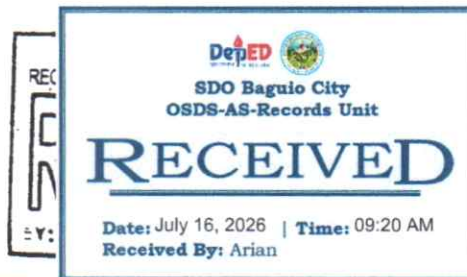




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM
No. 531.2026

HIRING OF TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE

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

1. Pursuant to Memorandum **DM-OUHRODI-2026-11-1865**, titled "*Guidelines on the Processing of Change of Work Category (CWC) and Hiring of Contract of Service (COS) Personnel in the Field Offices Under the Learner Rights and Protection Division for FY 2026*", this office announces the hiring of one Technical Assistant I under Contract of Service, details as follows:

Position Title:	Technical Assistant I (Learner Rights and Protection)
Basic Monthly Salary.:	P 28,000.00 plus 10% monthly premium pay
Place of Assignment:	SDO Benguet
Qualifications:	Education: Bachelor's degree relevant to the job Training: None required Experience: None required
Duties and Responsibilities: a. To focus on the handling of reported LRP incidents in the Regional Helpline and those reported through the LRPD-LTCCH, and assist, as may be needed; b. To provide technical assistance to the Child Protection Committees (CPCs) in the collection and consolidation of LRP reports/data from schools; c. To ensure proper referral of Learner Rights and Protection (LRP) cases; d. To assist in the implementation of Learner Rights and Protection Programs of their respective Regional/Division Offices; e. Drafts memoranda, indorsements, and other similar communication related to Learner Rights and Protection; f. To assist the conduct of virtual meetings relative to the Learner Rights and Protection (LRP) concerns; g. To coordinate with, and gather information from the Central Office, Regional Office and Schools Division Office relative to Learner Rights and Protection reports/concerns; h. To act as the Regional/Division Focal Person for monitoring of Learner Rights and Protection activities and concerns at the Region/Schools Division and School Level; i. To assist in coordination, budget management, tracking expenses and monitoring of program support funds; j. To attend and actively participate in the monthly meetings with the LTCCH and RO Focal Person, and provide updates on assigned tasks, issues, and accomplishments;	

- k. To assist the Learner Rights and Protection Division in the dissemination of announcements and other relevant information to the RO and SDO and ensuring that the same will be cascaded to the school level; and,
- l. To perform other functions as may be assigned by the Project Development Office II and Head of the Office related to the Learner Rights and Protection concern.

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 23, 2026, 5:00 PM**.

4. For information and dissemination.

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

ASD/PS/dom
July 14, 2026



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DepEd Tayo Cordillera



<https://depedcar.ph>

