



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



07 October 2026

REGIONAL MEMORANDUM

No. 800.2026

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-90009-2010		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
<i>Master's Degree in Education or other relevant Master's Degree with a specific area of specialization</i>	<i>8 hours of relevant training</i>	<i>2 yrs as Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher</i>	<i>RA 1080 (Teacher)</i>
Place of Assignment: <i>Curriculum and Learning Management Division</i>			

Position Title/SG:	Administrative Assistant I, SG 7 (Php 20,914.00)		
Item No.:	OSEC-DECSB-ADAS1-90004-2014		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
<i>Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/ Senior High School (starting 2016)</i>	<i>None required</i>	<i>None required</i>	<i>Career Service (Subprofessional) / First Level Eligibility</i>
Place of Assignment: <i>Finance Division</i>			

Position Title/SG:	(2) Administrative Aide VI, SG 6 (Php 19,716.00)		
Item No.:	OSEC-DECSB-ADA6-90009-2014: OSEC-DECSB-ADA6-90014-2004		
CSC Prescribed Qualifications:			
Education	Training	Experience	Eligibility
<i>Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)</i>	<i>None required</i>	<i>None required</i>	<i>Career Service (Subprofessional) /First Level Eligibility</i>
Place of Assignment: <i>Payroll Services Unit, Administrative Services Division</i>			

2. Details on the job summary and key result areas may be found in the attached Compendium of the Position (*Annex A*).

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 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 2026) 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 training, 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 (<https://depedcar.ph/jobs/online-application>) on or before **October 15, 2026, 5:00 PM.**

6. For information and dissemination.


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

ASD/PS/doms

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Supervisor	Salary Grade	22
Parenthetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Curriculum Learning and Management Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised	Administrative Assistant I	Page/s	

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Management of Curriculum Implementation	• Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with QAD, the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) region wide to gauge adherence to standards while implementing innovations. • Submit (together with QAD) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with QAD) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Curriculum Development, Enrichment, and Localization	• Develop training designs, modules and materials to localize, indigenize, contextualize competencies in the curriculum per subject area for use of the schools division. • Develop (with QAD) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
Learning Delivery	• Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Divisions • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions for learning and adoption.
Learning Resource	• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
	• Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
Learning Outcomes Assessment	• Gather result of assessment reports per schools division and analyze performance gaps with the schools division office education supervisors to pinpoint causes and possible interventions to close the gap. • Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
Special Curricular Programs and Support Activities	• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action. • Drafts policy recommendations on curricular support activities for regional adoption.

Technical Assistance

- Assess the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions
- Coordinate with other functional divisions of the region to arrive at a technical assistance plan for assigned Schools Division.
- Coach the schools division in implementing interventions related to curriculum management and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools division
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



Department of Education

JOB DESCRIPTION

JD No. _____

Revision Code: _____

Position Title	Administrative Assistant I	Salary Grade	7
Parenthetical Title		Governance Level	Regional Office
Bureau/Service /Division		Unit/Division	Finance Division
Reports to	Chief Administrative Officer	Effectivity Date	
Positions Supervised			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<i>Finance, Budget, Payroll Systems</i>	• <i>Install and implement in the region the required financial systems (budgeting, accounting, payroll processing and reporting) for improved productivity, efficiency and timely completion of government transactions</i> • <i>Prepare and consolidate budget proposals including supporting justifications and explanations</i> • <i>Prepare/process the following:</i> ↳ <i>Fund estimates to support the Region's plans and programs subject to set budgetary ceilings and assist in the execution and control of the approved budget of the Region; and</i> ↳ <i>Payrolls and salary checks/ ATMs of all public elementary and non-IUs secondary school teachers and non-teaching personnel, including remittances of authorized deductions and maintain records of the same, coordinate with other government agencies like GFI's, BIR, etc...</i> ↳ <i>Financial transactions</i> • <i>Certify as to the availability of funds and/or allotments.</i> • <i>Maintain the books of accounts and registries.</i> • <i>Prepare, consolidate and submit financial statements and other accountability reports</i> • <i>Provide the Regional Director with the necessary advice, assistance, and services on budgetary, financial management matters;</i> • <i>Develop and establish procedures in monitoring and supervision of schools divisions financial resources</i> • <i>Formulate, in coordination with the RDC, the budget to support the regional educational plan which shall take into account the educational plans of the divisions</i>

<i>Technical Assistance to Field Operating Units</i>	• <i>In coordination with the FTA Division, provide technical assistance to the schools division offices as regards budget and finance services</i>
<i>Financial Monitoring and Evaluation</i>	• <i>Monitor and assess the schools divisions regarding:</i> ↳ <i>Resource mobilization and utilization; and</i> ↳ <i>Compliance with the existing rules and regulations</i>

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide VI (Payroll Unit)	Salary Grade	6
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V (Personnel)	Effectivity Date	
Positions Supervised		Page/s	
KRA	DUTIES AND RESPONSIBILITIES		
SALARY COMPUTATION	1. Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating. 2. Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments 3. Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability. 4. Prepare payroll remittance advice 5. Prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution. 6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.		