



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



14 October 2026

REGIONAL MEMORANDUM

No. 837.2026

**HIRING OF VARIOUS POSITIONS UNDER CONTRACT OF SERVICE/
JOB ORDER STATUS AT THE REGIONAL OFFICE**

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

1. This is to inform all interested applicants of the vacant positions under contract of service/ job order status at the Regional Office:

Position Title:	Administrative Aide IV (Driver)
Daily Rate:	P 795.73 plus 10% premium
Place of Assignment:	Administrative Services Division
Job Requirements: a. Elementary Graduate; b. With a Valid Professional Driver's License; c. Must be responsible, organized, safety-conscious, and with a proven track record of safe, professional, and passenger-friendly driving skills; and, d. Must be willing to work overtime.	
Job Summary: To provide essential operational support to the Regional Office, including driving and vehicle maintenance, messengerial duties, clerical duties, and maintenance of Regional Office grounds and facilities.	

Position Title:	Administrative Aide III (Clerk I)
Daily Rate:	P 749.36
Place of Assignment:	Administrative Services Division
Job Requirements: a. Completion of two-year studies in college or Completion of Grade 12/SHS; b. Basic knowledge in computer operations such as Microsoft Office Applications, Web Applications, and use of the internet; c. With exceptional organizational skills; and, d. Radiates professionalism.	
Job Summary: Provides administrative support in the effective and efficient operation of the Administrative Services Division	

2. 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.*

3. 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, if applicable;
- 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 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,
- i. *For ADA IV (Driver) applicants ONLY*: Photocopy of valid Driver's License; and;
- j. Other pertinent documents.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE INCLUDED IN THE POOL OF OFFICIAL APPLICANTS.

4. 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 19, 2026, 5:00 PM.**

5. For information and dissemination.

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

ASD/PS/dom
October 12, 2026