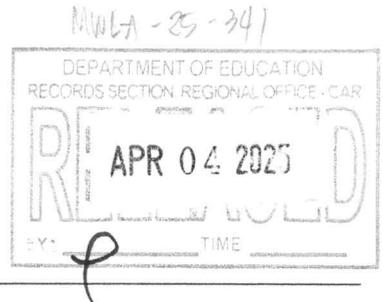




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. **243.2025**

HIRING OF TECHNICAL ASSISTANT II UNDER THE CONTRACT OF SERVICE

To: Schools Division Superintendents
 Chiefs of Divisions
 All Others Concerned

1. This is to inform all interested applicants of the vacant position under the contract of service in the Regional Office:

Position Title:	Technical Assistant II
Basic Monthly Salary.:	P 38,000.00 plus P 3,800.00 premium
Place of Assignment:	Legal Unit, Office of the Regional Director
Qualifications:	
Education	Experience
Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT), or any related course, and <i>preferably with law background, at least nine (9) units, but not required.</i>	At least one (1) year of relevant experience in data management, land titling, property management, and/or work in government agencies
Skills and Competencies	
<ul style="list-style-type: none"> ➤ Strong organizational and data management skills; ➤ Familiarity with land titling processes and legal documentation; ➤ Effective communication and coordination skills with government offices and other stakeholders; ➤ Possess flexibility and adaptability; ➤ Willing to conduct ocular inspection and validation; ➤ Proficiency in Microsoft office suite and database management software; ➤ Outstanding technical writing skills; and, ➤ Ability to handle sensitive information with confidentiality and discretion. 	
Terms of reference:	
a. Objectives	
<ul style="list-style-type: none"> • To have an efficient gathering of school sites data; • To have a timely submission of needed data on school site concerns; • To assist in establishing a collective effort with stakeholders such as the Local Government Units (LGUs), National Agencies (Nas), and private entities in securing/acquiring ownership of DepEd school sites; and, • To establish a centralized and verified school sites database system specifically for land ownership and titles. 	
b. Scope of Work	
<ul style="list-style-type: none"> • Geotag DepEd school sites location in the region using geographic information of Google maps; • Conduct field visit to verify ownership status of DepEd school sites; 	



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 03 0192

- Establish a regional database inventory for public-school site ownership
- Assist the SDOs in securing ownership of school sites titling
- Assist the Legal Officer in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO;
- Identify school sites with adverse claims and those already filed court, as well as data of school site cases with the DepEd deputized lawyer;
- Coordinate with the division lawyer/focal person in SDO for school site issues and concerns within their respective division;
- Consolidate and prepare periodic reports regarding status of school sites;
- Update other school sites data inventory, namely:
 - Agricultural Land;
 - Ancestral Domain;
 - Timberland;
 - Forestland;
 - With Informal Settlers;
 - Handled by the Office of the Solicitor General;
 - Within Critical Areas;
 - With Congested Areas;
 - With Idle land;
 - Within Military Reservation / Air Station of the Philippine Air Force;
 - Within Protected Areas; and,
 - With Adverse claim.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:

- a. Letter of intent addressed to the Head of Office;

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
DepED-CAR Regional Office
Wangal, La Trinidad, Benguet

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) 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 trainings, 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;

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Interested and qualified applicants are advised to submit one copy of the documentary requirements to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **April 10, 2025, 5:00 PM.**

4. For information and dissemination.



ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

ASD/PS/dom
March 31, 2025