



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

**MEMORANDUM**

TO : **Schools Division Superintendents  
 Chiefs of Divisions  
 All Others Concerned**

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

SUBJECT : **HIRING OF TECHNICAL ASSISTANT III (ENGINEER II/  
 ARCHITECT II) - CONTRACT OF SERVICE**

DATE : September 5, 2023

1. Relative to the Memorandum entitled "Hiring of 93 Technical Assistant III (Engineer II)", dated August 29, 2023, the DepEd-CAR is hiring additional Civil Engineers and Architect (Contract of Service).

Position Title/Job Summary	No. of Pos.	Monthly Salary	Place of Assignment
<b>Technical Assistant III (Engineer II)</b>	5	P 38,000.00 plus P 3,800.00 Monthly premium pay	Abra – 2; Apayao – 1; Benguet – 1; Tabuk City - 1
<b>Minimum Qualification Standards:</b> <b>EDUCATION:</b> Bachelor's degree in Civil Engineering <b>EXPERIENCE:</b> 1 year of relevant experience <b>TRAINING:</b> 4 hours of relevant training <b>ELIGIBILITY:</b> RA 1080			
<b>Technical Assistant III (Architect II)</b>	1	P 38,000.00 plus P 3,800.00 Monthly premium pay	Regional Office
<b>Minimum Qualification Standards:</b> <b>EDUCATION:</b> Bachelor's degree in Architecture <b>EXPERIENCE:</b> 1 year of relevant experience <b>TRAINING:</b> 4 hours of relevant training <b>ELIGIBILITY:</b> RA 1080			
<b>Duties and Responsibilities for Civil Engineer/Architect:</b> a. Conducts site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools Program of the Division to determine buildable space and			



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DepEd Tayo Cordillera



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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. Prepares/reviews/evaluates technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provides 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. Monitors and evaluates the implementation of the construction/repair program of the Division and assist in the resolution of issues and concerns;
- e. Reviews/evaluates and validates work accomplishment reports of the contractors, billings, as built plans, and submit report on findings;
- f. Provides technical assistance to the recipient schools to ensure proper project implementations;
- g. Conducts regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Informs the Regional and Division Office on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conducts site appraisal jointly with DPWH District Engineering Office for 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 on the Joint Memorandum Circular between DepEd and DPWH;
- k. Conducts regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Informs the Regional and Division Offices on the progress of construction works in the schools;
- m. Conducts random inspection of delivered school furniture under the School Furniture Program;
- n. Prepares and submits Project Status Report every 25<sup>th</sup> of each month for every task assigned to EFD;

- o. Assists other offices in conducting inspection and preparing recommendation reports related to school building projects;
- p. May be assigned to supervise one or two divisions as needed; and,
- q. Performs related tasks that may be assigned by the immediate supervisor or head of office.

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 Expression (SOGIE), are highly encouraged to apply. Submit the following documents in one copy to the Records Section, DepEd CAR-Regional Office, Wangal, LTB, on or before **September 11, 2023**:

- a. Letter of Intent addressed to:

**ESTELA P. LEON-CARIÑO EdD, CESO III**

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

- b. Duly **accomplished** and **notarized** Personal Data Sheet with Experience Sheet (CSC Form 212, Revised 2017) (Original Copy);
- c. Transcript of Records (certified true copy);
- d. Certificate of Eligibility (RA 1080); and,
- e. PSA-issued Birth Certificate.

3. For information and dissemination.