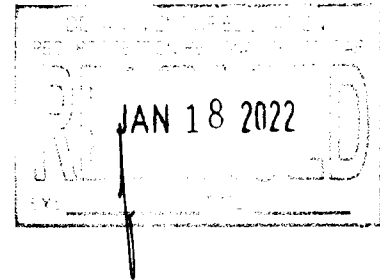




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

**MEMORANDUM**

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



FROM : **ESTELA L. CARIÑO EdD, CESO III**  
 Director IV/Regional Director

SUBJECT: **NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE**

DATE : January 17, 2022

1. This is to inform all interested applicants of the vacant positions at the Policy, Planning, & Research Division (PPRD) and Education Support Services Division (ESSD), Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Administrative Assistant I, (SG 07)</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) /First Level Eligibility
	<b>Job Summary:</b> To assist the management and staff, and provide administrative support in the effective and efficient operation of the Policy, Planning, and Research Division (PPRD).			
<b>Dentist III (SG 20)</b>	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080
	<b>Job Summary:</b> To provide promotive and preventive dental services to school children and youth and strategize sustainable solutions and interventions to their dental health problems with educational partners and stakeholders.			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit the following documents in one copy on or before **January 31, 2022:**



1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Three (3) recent Performance ratings, if applicable;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of trainings/seminars attended;
6. Service Records
7. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.
8. Electronic-copy of requirements in flash drive (for walk-in applicants)

**Applications with incomplete documents regarding the above qualifications shall not be entertained.**

3. Qualified applicants are advised to upload their applications and documents to the online job application system, or hand in/send through courier their application to:

**ESTELA L. CARIÑO EdD, CESO III**  
 Director IV/Regional Director  
 DepED-CAR Regional Office, Wangal  
 La Trinidad, Benguet  
<http://www.depedcar.ph/jobs/online-application>

4. The schedule of assessment activities shall be as follows:

<b>Date/Time/Venue</b>	<b>Activity</b>	<b>HRMPSB Members and Secretariat</b>
February 4, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of ADAS I and Dentist III Applicants	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Eleonora A. Albidas; Aida L. Payang, Edgar H. Madlaing, Clemente D. Bandao/Nover Keithley S. Mente, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
February 8, 2022 From 9:00AM Onwards	Online Written Examination and Interview of Applicants for ADAS I and Dentist III	OIC-ARD Florante E. Vergara; Sasha Joseph L. Daganos, Eleonora A. Albidas; Aida L. Payang, Edgar H. Madlaing, Clemente D. Bandao/Nover Keithley S. Mente, Purita D. Delos Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
February 11, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/ELC/EAA/DDA



**Address:** Wangal, La Trinidad, Benguet, 2601  
**Telephone No:** (074) 422 – 1318 | **Fax No.:** (074) 422-4074  
**Website:** [www.depedcar.ph](http://www.depedcar.ph) | **Email Address:** [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd-CAR: Weaver of HOP<sup>2</sup> and Transformation  
*"Holistic Opportunities for all to be Performing and xcellent Cordilleran Learners"*