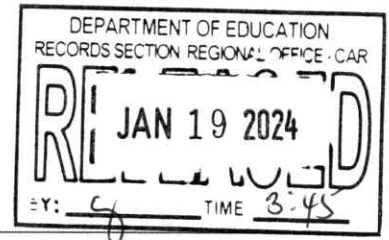




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



January 19, 2024

**REGIONAL MEMORANDUM**

No. 041 s, 2024

**HIRING OF REGIONAL LEARNER RIGHTS AND PROTECTION  
 FOCAL PERSON UNDER 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 at the Regional Office:

VACANCY / POSITION TITLE	Salary per Month	QUALIFICATION STANDARDS			
		Education	Experience	Training	Work Station/ Assignment
One (1) Regional Learner Rights and Protection Focal Person under Contract of Service	Base Salary: PhP 35,000.00 per month  Premium: PhP3,500.00 per month	Bachelor's Degree related to child protection such as Psychology, Legal Management, Guidance Counselling, Education, allied health courses or its equivalent	One (1) year of relevant experience	8 hours of relevant training	Education Support Services Division

Other Qualifications:

1. Excellent in written and oral communication skills
2. Experience in Child rights, particularly child protection, is a plus
3. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects and activities;
4. Familiar with various office software like Google Docs, Sheets and Forms; and
5. With working knowledge on various web conferencing software such as Zoom, Google Sheet and Microsoft Teams



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tavo Cordillera <https://depedcar.ph>

Terms of Reference of the LRP-COS:

1. To provide technical assistance in the area of capacity building, monitoring, research, policy, advocacy and partnerships;
2. To facilitate the implementation of LRP programs with the Schools Division Offices under the jurisdiction of his/her Regional Office;
3. To facilitate the collection and Consolidation of LRP reports/'data from the Schools Division Offices;
4. To draft memoranda, indorsement and other similar communications related to LRP;
5. To coordinate with, and gather information from the Schools Division Offices relative to LRP reports/concerns;
6. To assist the Regional Focal Person for the close monitoring of LRP activities and concerns in the Schools Division Offices;
7. To assist the LRPO in the dissemination of announcements and other relevant information to the Schools Division Offices;
8. To perform functions related to LRP only, as may be assigned by the immediate Supervisor, The Regional Director, the Director of the LRPO, and the Undersecretary for Operations.

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 one (1) copy the following documents on or before **January 30, 2024** thru the Records Section, DepEd-CAR Regional Office or thru its online job application system: <http://www.depedcar.ph/jobs/online-application>.

1. Letter of intent addressed to the Head of Office;
2. Duly accomplished PDS (CS form No. 212, Revised 2017) with Work Experience Sheet;
3. Photocopy of valid and updated PRC License/ID; (as applicable)
4. Photocopy of Certificate of Eligibility/Ratings;
5. Photocopy of Transcript of Records (TOR);
6. Photocopy of Certificate/s of relevant Training;
7. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
8. Photocopy of Performance Rating in the last rating period/s covering one (1) year performance;
9. Duly notarized Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent (Download here: <http://tinyurl.com/ChecklistandOSS>); and
10. Other documents, if applicable:
  - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - b. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item No. 9 is not relevant to the position to be filled, if applicable.

3. Qualified applicants are advised to address their applications and documents to the Head of Office as follows:

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

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

4. For information and dissemination.

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

Director IV/Regional Director

For the Regional Director:



**RONALD B. CASTILLO**

Director III/Assistant Regional Director