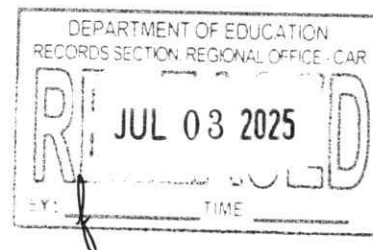




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. **479-2025**

**HIRING OF TECHNICAL ASSISTANT IV (ENGINEER III/ARCHITECT III)
AND ADMINISTRATIVE SUPPORT II (DISASTER PREPAREDNESS-
RELATED PPAs) UNDER CONTRACT OF SERVICE (COS)**

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

1. This is to inform all interested applicants of the vacant positions in the Regional Office:

VACANCY/ PARTICULARS

Position Title:	Technical Assistant IV (ENGINEER III/ARCHITECT III)
Basic Monthly Salary.:	P 52,000.00 plus 10% premium
Place of Assignment:	Apayao (1); Kalinga (1)
Qualifications: a. Bachelor of Science in Civil Engineering / Architecture; b. Minimum of two (2) years of relevant experience and eight (8) hours of relevant training in project management within the construction industry; c. Proven track record of successfully managing projects of similar scope and complexity, evidenced by performance ratings; d. Excellent interpersonal and communication skills; e. Valid professional Civil Engineer / Architect License (RA 1080); and, f. Ability to work effectively with stakeholders and local officials.	
Duties and Responsibilities: a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Fund (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and 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. Prepare/review/evaluate technical drawings, cost estimates, schedules and other documents needed in planning the construction projects; c. Provide 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. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations;
- f. Provide technical assistance to the recipient schools to ensure proper project implementation;
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed 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 with Memorandum of Agreement between DepEd and DPWH;
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Conduct random inspection of delivered school furniture under the School Furniture Program;
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD.
- n. Annually submit to EFD the updated Construction Materials Price Data (CMPD) every last day of January;
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- q. May be assigned to supervise a region and/or divisions as needed;
- r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Projects Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer; and,
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.

Position Title:	Administrative Support II (Disaster Preparedness-Related PPAs)		
Basic Monthly Salary.:	P 22,000.00 plus P 2,200.00 premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	
Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	One year of relevant experience	

Terms of reference:

- a. Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.

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** (Original Copy, printed in two copies on long-size bond paper);
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Certified True Copy 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;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of the Performance Ratings;
- i. Photocopy of PSA issued birth certificate; and,
- j. Medical Certificates with laboratory tests results.

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 **July 10, 2025, 5:00 PM.**

4. For information and dissemination.


ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director 