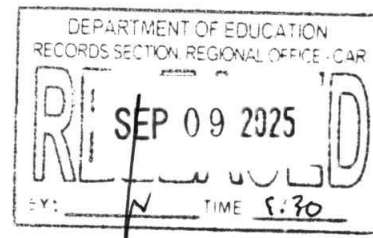




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 659.2025

HIRING OF TECHNICAL ASSISTANTS I 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 positions under the contract of service in the Regional Office:

Position Title:	Technical Assistant I (Partnership)		
Basic Monthly Salary.:	P 28,000.00 plus P 2,800.00 premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
Education	Training	Experience	Eligibility
Bachelor’s degree relevant to the Job	None required	None required	None required

Terms of reference:

a. Administrative Support:

- Provide general administrative assistance to the Partnerships Office.
- Maintain and organize office records, files, and databases related to partnerships.
- Schedule and coordinate meetings, workshops, and events.

b. Partnership Management Support:

- Assist in drafting partnership proposals, agreements, and reports.
- Maintain communication with external partners and stakeholders
- Support the monitoring and evaluation of ongoing partnership activities.

c. Research and Documentation:

- Conduct research on potential partners, funding opportunities, and industry trends.
- Prepare briefing notes, presentations, and summaries for internal and external use.
- Document meeting minutes and follow up on action items.

d. Data Analysis and Reporting:

- Collect and analyze data relevant to partnerships and collaborations.
- Generate regular reports on partnerships performance and impact.
- Contribute to the preparation of strategic plans and progress reports.

e. Event Coordination:

- Support the planning and execution of partnership-related events and initiatives.
- Coordinate logistics, invitations, and promotional materials for events.

f. Technical Support:

- Assist in maintaining partnership management systems and tools.

- Provide technical assistance to the Partnerships Office team as required.
- g. Other Duties:
- Perform other tasks and responsibilities as assigned by the Partnerships Office.
 - Proactively contribute ideas and recommendations to improve partnership processes.

Position Title:	Technical Assistant I (School-Based Feeding Program)		
Basic Monthly Salary.:	P 28,000.00 plus P 2,800.00 premium		
Place of Assignment:	Education Support Services Division (ESSD)		
Qualifications:			
	Education	Training	Experience
	Bachelor's degree relevant to the Job (e.g. Nutritionist Dietitian, Allied Health) *Graduate of Nutrition and Dietetics is an advantage	None required	None required
Terms of reference:			
a. Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools);			
b. Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;			
c. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;			
d. Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports, and presentations among others regarding SBFP and related programs and activities in the region;			
e. Assists in drafting letters, memoranda, and other types of communications;			
f. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;			
g. Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition services and interventions;			
h. Maintains database of SBFP and related programs and activities;			
i. Attends meetings as assigned; and,			
j. Performs other functions as may be deemed necessary.			

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;

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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, if applicable;
- 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 set of the documentary requirements, arranged and properly labeled**, to the records section or through the online job application system (<https://depedcar.ph/jobs/online-application>) on or before **September 16, 2025, 5:00 PM**.
- 4. For information and dissemination.


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