



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY



March 24, 2025

REGIONAL MEMORANDUM

No. **148** s. 2025

**HIRING OF TECHNICAL ASSISTANT I (TA I) UNDER CONTRACT OF SERVICE
TO WORK WITH THE REGIONAL PARTNERSHIP FOCAL PERSONS**

To: Schools Division Superintendents
Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. The DepED Regional Office No. II wishes to announce the hiring of Technical Assistant I under **Contract of Service** to work with the Regional Partnership Focal Persons under the Education Support Services Division as per unnumbered memorandum issued by the Undersecretary and Chief of Staff, Atty. Fatima Lipp D. Panontongan dated February 12, 2025.

2. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY, hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

3. Interested applicants may submit their **letter of intent in two (2) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan**, not later than **April 7, 2025**.

4. Below are the duties and responsibilities/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. Partnerships 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 Documents:

- 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.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



D. Data Analysis and Reporting:

- Collect and analyze data relevant to partnerships and collaborations.
- Generate regular reports on partnership performance and impact.
- Contribute to the 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 Report:

- 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.

5. The following are the qualifications:

- Education: Bachelor's degree relevant to the job
- Experience: None required;
- Training: None required;
- Eligibility: None required

6. Below are lists of documents to be submitted for evaluation, viz:

- Letter of Intent addressed to the Head of Office;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- Certificate of Training (if applicable);
- Certificate of Eligibility/Report of Rating (if applicable).

7. Budget for COS:

Base Salary	Premium
P 28,000.00 per month	10% premium pay

8. For information, guidance and dissemination.



Personnel/rgp

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/ Regional Director

MEMORANDUM		Date: 3/28/25	Released (Records):
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
<p>ORLANDO E. MANUEL PhD., CESO V Office of the Schools Division Superintendent</p>			
By:	<input type="checkbox"/> ASPS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: <i>[Signature]</i>

rao City, 3500



Ad

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