



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

DepEd Regional Office No. 02



DOCS ID No:
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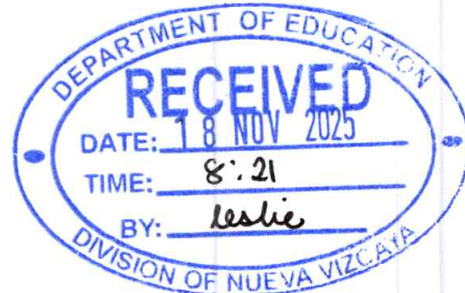
Created by: Personnel
Date Created: 11/14/2025

14 November 2025

REGIONAL MEMORANDUM

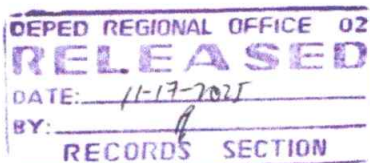
No. **555**, s. 2025

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



**EXTENSION OF THE DEADLINE FOR THE SUBMISSION OF APPLICATION
DOCUMENTS FOR THE HIRING OF TECHNICAL ASSISTANT III (COS)
FOR THE CURRICULUM & LEARNING MANAGEMENT DIVISION**

1. In line with Office Memorandum ASD-2025-472 dated October 1, 2025 re Hiring of Technical Assistants under Contract of Service (COS) for the Curriculum and Learning Management Division, please be informed that this Office extends the deadline of submission of application documents from **November 14 to November 30, 2025**.
2. All other provisions stipulated in Regional Memorandum No. 472, s. 2025 shall remain.
3. For information, guidance and dissemination.



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

for
ORLANDO E. VERGARA
DIRECTOR III

MEMORANDUM		Date: 11/24/2025	Released (Records): Leslie
To: ☒ PSDS/DICs	☒ Elem/Sec School Heads		
☒ Private Schools	☐ Others:		
For: ☒ Information	☒ Dissemination		
☒ Guidance	☐ Strict Compliance		
ORLANDO E. MANUEL PhD, CESO V Schools Division Superintendent			
By: ☐ ASDS ☐ CID Chief ☐ SGOD Chief ☒ AO ☐ City	Signature: <i>[Signature]</i>		



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





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

DepED Regional Office No. 02



DOC'S ID No.
100725070

Created by Personnel
Date Created: 10/02/2025

October 1, 2025

REGIONAL MEMORANDUM

No. **472** s. 2025

**HIRING OF TECHNICAL ASSISTANT III FOR THE CURRICULUM & LEARNING
MANAGEMENT DIVISION UNDER CONTRACT OF SERVICE (COS)**

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 III** for the Curriculum and Learning Management Division under **Contract of Service**.
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 **October 10, 2025**.
4. Below are the duties and responsibilities of the Technical Assistant III for the CLMD:
 - a. Provide technical assistance in the monitoring of fund releases, obligations, and disbursement for LS programs, activities, and project (PAPs) at the regional level, using trackers provided by the Office of the Undersecretary for Learning Systems (OULS).
 - b. Consolidate budget utilization reports from regional and schools division program implementers for submission to OULS and the Finance Strand.
 - c. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement Strands.
 - d. Maintain updated trackers/dashboards of regional LS procurement milestone (e.g., Purchase Request, Request for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries).
 - e. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand.



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- f. Coordinate with program focals, BAC Secretariats, and finance/procurement focals to validate and reconcile monitoring data;
 - g. Submit every 10th of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and
 - h. Perform other functions as may be assigned by superior.
5. The following are the qualifications:
- Bachelor's degree relevant to the job;
 - 24 hours of relevant training;
 - Two (2) years relevant experience.
6. Below are lists of documents to be submitted for evaluation, viz:
- a. Letter of Intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with **Work Experience Sheet**;
 - c. 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
 - d. Certificate/s of Training;
 - e. Certificate of Eligibility/Report of Rating, if available.
7. Budget for COS:
- | Base Salary | Premium |
|-----------------------|--------------------|
| P 48,000.00 per month | 4,800.00 per month |
8. For information, guidance and dissemination.



Personnel/rgp

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


EULANTE E. VERGARA
DIRECTOR III