



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 585

**TO :** Schools Division Superintendents  
 DepEd-NCR-RO Officials & Employees  
 All Others Concerned

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **HIRING OF CONTRACTUAL EMPLOYEES**

**DATE :** June 10, 2024

1. Please be informed that this Office is in need of the following employees under Contract of Service:

| POSITION                  | HIRING RATE PER MONTH      | OFFICE ASSIGNMENT                      |
|---------------------------|----------------------------|--|
| Technical Assistant II    | Php35,000+10% Premium      | Learners Rights and Protection Section |
| Technical Assistant I     | Php25,000.00 + 10% Premium | ESSD-Health & Nutrition Section        |
| Administrative Support II | Php20,000.00+10% Premium   | ESSD-DRRM                              |

2. In this connection, interested and qualified applicants should submit the following documents thru the Personnel Section of this Office in hard copies or email at [personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph), not later than June 24, 2024:

- a. Letter of Intent addressed to the Head of Office
- b. CSC Form 212 (can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
- c. Official transcript of records

3. Enclosed is a copy the qualification standard for the said positions.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)

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**QUALIFICATION STANDARD:**

**Technical Assistant II-LRPO**

**Education:**

Registered Psychologists or Registered Guidance Counselor; or Bachelors degree , major in Psychology/Guidance and Counseling or with MA units in Psychology/Guidance and Counseling

**Required Skills:**

- Good oral and written communications
- Knowledge in development of prevention and psychological intervention programs
- Has high level of adaptability quotient
- Willing to work beyond required number of office hours
- Works diligently with minimum supervision
- Knowledgeable in Information Technology

**Technical Assistant I-ESSD-HNS**

**Education:** Bachelor's degree major in Nutrition, Dietetics or Community Nutrition

**Required Skills:**

- Good oral and written communications
- Knowledgeable in Information Technology

**Administrative Support-ESSD-DRRM**

**Education:**

- Completion of two (2) years studies in college

**Required Skills:**

- Good oral and written communications
- Knowledgeable in Information Technology