



DepEd - Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: [Signature] No: 374  
DATE: 03 APR 2025 TIME: 2:30

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

April 3, 2025

**DIVISION MEMORANDUM**

No. 374 s., 2025

**CALL FOR APPLICATION FOR TECHNICAL ASSISTANT II AND TECHNICAL ASSISTANT IV UNDER CONTRACT OF SERVICE**

**TO :** OIC-Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
OSDS Unit Heads and Personnel  
Elementary and Secondary School Heads  
All Others Concerned

1. In connection with the hiring of Contract of Service Personnel, the DepED Central Office, Legal and Legislative Affairs - Sites Titling Office is extending the application for the following positions in selected provinces until **April 4, 2025**:

- a. 78 Technical Assistant IV
- b. 312 Technical Assistant II

2. Interested and qualified applicants are requested to upload their Letter of Intent (addressed to Atty. Christian E. Rivero, Supervising Director of Sites Titling Office), Personal Data Sheet, Curriculum Vitae, Transcript of Record, and Certificates through the link:

For Field Offices Applicants:

- Technical Assistant II  
Submission Link: <https://forms.gle/k1x6WY7s2tKtn5ZRA>
- Technical Assistant IV  
Submission Link: <https://forms.gle/SZhd2oNWG7haxwPHA>

3. For information, wide dissemination and guidance.

By Authority of the OIC-Schools Division Superintendent:

[Signature]  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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DepEd-BHROD

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### EXTENDED APPLICATION!!!

The Legal and Legislative Affairs - Sites Titling Office is extending the application for the following positions in selected provinces until April 4, 2025. We are looking for the following Contract of Service Personnel:

DepEd-Field Offices

78 Technical Assistant IV

312 Technical Assistant II

Interested and qualified applicants are requested to upload their Letter of Intent (addressed to Atty. Christian E. Rivero, Supervising Director of Sites-Titling Office), Personal Data Sheet, Curriculum Vitae, Transcript of Record, and Certificates through the link below:

For Field Offices Applicants:

Technical Assistant II

Submission Link: <https://forms.gle/k1x6WY7s2tKtn5ZRA>

Technical Assistant IV

Submission Link: <https://forms.gle/SZhd2oNWG7haxwPHA>



**EXTENDED!!!**



# **WE'RE HIRING** **DEPED - FIELD OFFICES**

PLACE OF ASSIGNMENT: PROVINCE

## **312 TECHNICAL ASSISTANT II** **(CONTRACT OF SERVICE)**

With Monthly Salary P38,000.00 + 10% Premium

### **Qualifications**

- Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT) or any related course, and preferably with at least 12 units of law background, but not required
- At least one (1) year relevant experience in data management, research, or government documentation
- At least eight (8) hours of relevant training;
- Excellent in writing and communication skills;
- Proficiency in Microsoft Office and record keeping systems
- Proficient in handling correspondence and Communication; and
- High degree of confidentiality

### **Responsibilities**

- Assist the Technical Assistant IV in conducting on-site inspections to verify school land ownership records;
- Validates Survey Plans, Deeds of Donation, and Tax Declarations for accuracy;
- Examines existing surveys and verifies metes and bounds of the school sites;
- Guides schools in completing titling requirements and submitting updated documents;
- Coordinates with schools on Special Power of Attorney requests;
- Coordinates with stakeholders relevant to sites titling issues and concerns;
- Evaluates and processes incoming school site ownership document;
- Drafts endorsements for issues and concerns related to school sites;
- Organizes and maintains systematic filing of land records and database management;
- Updates and consolidates periodic reports on school site ownership;
- Update and Monitor the School Sites Ownership Data Management System;
- Facilitates fund requests for surveys and titling;
- Prepares documentation for meetings and related programs;
- Manages office emails and responds to inquiries; and
- Performs additional tasks as assigned by the supervisor and the Director of Sites Titling Office .

Interested and qualified applicants are requested to upload their **Letter of Intent**, (addressed to **Atty. Christian E. Rivero**, Supervising Director of Sites Titling Office), **Personal Data Sheet**, **Curriculum Vitae**, **Transcript of Record**, and **Certificates** thru the provided QR code or link below;

<https://forms.gle/k1x6WY7s2tKtn5ZRA>

**Deadline of Submission: April 04, 2025**

**SCAN ME**





**EXTENDED!!!**



# **WE'RE HIRING**

## **DEPED - FIELD OFFICES**

PLACE OF ASSIGNMENT: PROVINCE

### **78 TECHNICAL ASSISTANT IV** **(CONTRACT OF SERVICE)**

With Monthly Salary P67,000.00 + 10% Premium

#### **Qualifications**

- Licensed Geodetic or Civil Engineer
- At least three (3) years of relevant experience preferably in land survey, site assessment, or land development projects
- At least thirty-two (32) hours of relevant training
- Proficiency in technical drafting, mapping software, and survey methodologies

#### **Responsibilities**

- Conducts ocular inspections to verify DepEd land ownership records;
- Assists school heads in completing the requirements for the titling of their respective schools and facilitate the restoration of lost titles
- Reviews subdivision and survey plans submitted by schools for titling
- Conducts comprehensive land surveys to assess site suitability, delineate property boundaries, and support land development activities
- Facilitates the procurement of geodetic engineering firms for land surveys to demarcate areas allotted for DepEd schools and other properties
- Manages a 5-member COS team per province, ensuring efficient workflows
- Assigns tasks to technical assistants, legal researchers, data managers, and liaison officers
- Monitors land titling progress and reports updates to DepEd STO and Regional Offices
- Acts as the primary point of contact for STO concerns within the assigned province
- Attend and assist in workshops and seminars organized by DepEd Central, Regional, and Division Offices related to site titling
- Coordinate with Land Registration Authority regarding Land Titling Computerization Project and e-Titling system to create digital repository of DepEd site ownerships
- Performs other duties as assigned by the supervisor and Director of Sites Titling Office

Interested and qualified applicants are requested to upload their

**Letter of Intent**, (addressed to **Atty. Christian E. Rivero**, Supervising Director of Sites Titling Office), **Personal Data Sheet**, **Curriculum Vitae**, **Transcript of Record**, and **Certificates** thru the provided QR code or link below;

<https://forms.gle/SZhdzoNwG7haxwPHA>

**Deadline of Submission: April 04, 2025**



SCAN ME