



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Stockfarm, Wangal, La Trinidad, Benguet, 2601

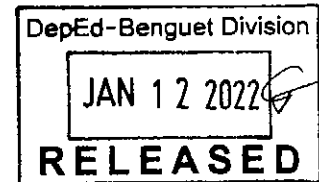


Office of the SDSTel/Fax:(074) 422-6570;Admin/Personnel 422-3790;Accounting 422-7501;Supply 424-2863;Information/OD 422-2001

DIVISION Memorandum, No. 10, s. 2022

TO: All District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
All others concerned

DATE: January 11, 2022



FROM:  GLORIA B. BUYA-AO
Schools Division Superintendent

SUBJECT: ANNOUNCING VARIOUS NON-TEACHING VACANCIES IN SDO BENGUET

Herewith are lists of vacant non-teaching positions which were published and posted dated January 7, 2022 at the CSC website and other conspicuous places for information, viz:

1. Administrative Assistant III, SG 9-ADAS3-90037-2014
2. Administrative Assistant III, SG 9-ADAS3-90047-2014
3. Administrative Assistant III, SG 9-ADAS3-90044-2014
4. Administrative Assistant III, SG 9-ADAS3-90077-2017
5. Administrative Assistant III, SG 9-ADAS3-90008-2018
6. Administrative Assistant III, SG 9-ADAS3-90065-2017
7. Administrative Assistant III, SG 9-ADAS3-90075-2017
8. Administrative Assistant III, SG 9-ADAS3-90068-2017
9. Administrative Assistant II, SG 8- ADAS2-90105-2016
10. Administrative Aide VI, SG 6-ADA6-90030-2004
11. Administrative AIDE VI, SG 6-ADA6-90028-2004
12. Administrative Aide VI, SG 6-ADAS2-90029-2004
13. NURSE II, SG 16, OSEC-DECSB-NUR2-90189-2021

The competency Profile of the Administrative Assistant III positions are, but not limited to; Maintaining and safeguarding the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

The Administrative Aide VI shall assist the management and staff and provide administrative/clerical support in the effective and efficient operation in the office assigned.

The Administrative Assistant II position is responsible for providing relevant and timely service to the SDO, schools and other learning centers: Provision of general administrative and clerical support in the area of assignment.

The Nurse II provides health and nutrition services to the schools within the division; Assists in the implementation of the school's health and nutrition program; Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head as well as the School Governance and Operations Division at the SDO.

Interested applicants, regardless of Sex, Civil Status, Disability, Religion, Ethnicity, or Political Affiliation are requested to signify their interest in writing not later than January 21, 2022, addressed to GLORIA B. BUYA-AO, Schools Division Superintendent, Wangal, La Trinidad, Benguet. The following documents are to be arranged and labeled properly, fastened in a long folder, with ear tags/tabs. **Please do not use clear book or transparent folder.**

1. Fully accomplished Personal Data Sheet (PDS), with recent passport-sized I.D., with printed name and signature (CS Form No. 212, Revised 2017) downloadable at www.csc.gov.ph
2. Performance Rating for the last three (3) rating periods issued by previous or current employer;
3. For Non-DepEd/new applicants, may submit Certificate of Employment wherein the measure of performance is indicated, duly signed by employer;
4. Latest appointment (if applicable);
5. Updated Service Records;
6. Certificates of Awards received, Innovations/Researches conducted, Publications of wide circulation, Resource Speakership;
7. Certificates of Trainings/seminars/scholarships attended;
8. Proof of eligibility/Rating;
9. Photocopy of Official Transcript of Records. Secure Certificate of Completion of Academic Requirements leading to Master's Degree/Doctoral Degree from the school/university registrar, if any

Applicants are required to prepare three (3) sets of documents: One folder containing the original copies to be brought by the applicant during the scheduled interview and two (2) folders containing photocopies which shall be submitted at the SDO Records Section on or before January 21, 2022. Additional documents being submitted after the deadline will not be considered/accepted.

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYMENT

NON-TEACHING

ASSESSMENT

OSDS/HRMPSB/ORAOHRA/sue