

Republic of the Philippines

Department of Education

Schools Division of Benguet

DIVISION MEMORANDUM NO. 31., s. 2023

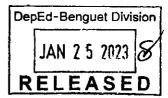
24 Jan 2023

TO:

Chief Education Supervisors

Education Program Supervisors (CID/SGOD) District Supervisors/Coordinating Principals Elementary and Secondary School Heads

SDO Section/Unit Heads All others Concerned



SUBJECT:

ANNOUNCING VACANT SCHOOL PRINCIPAL POSITIONS AND NON-

TEACHING POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated January 23, 2023 to February 2, 2023 at the CSC website and other conspicuous places for information and guidance, viz:

- 1. School Principal I (Elementary)-SP1-90117-2010, SG 19 (SDO-Benguet)
- 2. School Principal I (Elementary)-SP1-90062-2010, SG 19 (SDO-Benguet)
- 3. School Principal I (Elementary)_SP1-90120-2010, SG 19 (SDO-Benguet)
- 4. School Principal I (Elementary)_SP1-90061-2010, SG 19 (SDO-Benguet)
- 5. Dentist II-DENT2-90019-1998, SG 17 (SDO-School Governance and Operations Division)
- 6. Admin. Assistant III (SR. Bookkeeper)- ADAS3-90023-2004, SG 9-(OSDS)
- 7. Admin. Assistant III (SR. Bookkeeper)- ADAS3-90006-2018, SG 9-(OSDS)
- 8. Admin. Assistant III (SR. Bookkeeper)- ADAS3-90008-2018, SG 9-(OSDS)
- 9. Admin, Assistant III (SR. Bookkeeper) ADAS3-90010-2018, SG 9-(OSDS)
- 10. Admin. Assistant III (SR. Bookkeeper ADAS3-90012-2018, SG 9-(OSDS)
- 11. Admin. Assistant III (SR. Bookkeeper)_ ADAS3-90099-2014, SG 9-(OSDS)
- 12. Admin. Assistant III (SR. Bookkeeper)_ ADAS3-90002-2018, SG 9-(OSDS)
- 13. Admin. Assistant III (SR. Bookkeeper)_ ADAS3-90003-2018, SG 9-(OSDS)
- 14. Admin, Assistant III (SR. Bookkeeper) ADAS3-90004-2018, SG 9-(OSDS)
- 15. Admin. Assistant III (SR. Bookkeeper)- ADAS3-90005-2018, SG 9-(OSDS)
- 16. Admin. Assistant II (Accounting Clerk)- ADAS2-90027-2014, SG 8-(OSDS)
- 17. Admin. Assistant II (Accounting Clerk)- ADAS2-90028-2014, SG 8-(OSDS)
- 18. Admin. Assistant I (Accounting Machine OPtr.)- ADAS1-90011-2014(OSDS)
- 19. Administrative Aide VI- ADA6-90010-2004, SG 6 OSDS
- 20. Administrative Aide VI- ADA6-90011-2014, SG 6 OSDS
- 21.Administrative Aide VI- ADA6-90027-2004, SG 6- OSDS
- 22. Administrative Aide VI- ADA6-90028-2004, SG 6- OSDS









Republic of the Philippines

Department of Education

Schools Division of Benguet

23.Administrative Aide VI- ADA6-90029-2004- OSDS

24. Administrative Aide VI- ADA6-90030-2004- SDO-CID

Following are the competency-based standards for School Head Positions;

- School Leadership;
- Instructional Leadership;
- Creating a Student-Centered Learning Climate;
- Human Resource Management and Professional Development;
- Parent Involvement and Community Partnership;
- School Management and Operations; and
- Personal and Professional Attributes and Interpersonal Effectiveness.

DENTIST II* To promote, protect and maintain the physical and mental wellbeing and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental health Programs.

The competency profiles of the Administrative Assistant III, are:

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 in the preparation of timely and reliable reports which will aid the management in making informed decisions.

Administrative Assistant III (SDS Secretary Office Main) - To provide prompt and quality support service to the Schools Division Superintendent by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.

The Administrative Assistant II supports accounting operations by filing documents; reconciling statements, running software programs and the

Administrative Assistant I, provides general and routine clerical support to the budget officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies and provides administrative support to the Finance Services functions.

Six (6) Administrative Aide VI, provides assistance in personnel administration, supply management, CID Chief, SGOD Chief, AO V (Admin Unit).

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing addressed to Gloria B. Buya-ao, Schools Division Superintendent, Wangal, La Trinidad, Benguet, and submit through the Records Section on or before February 2, 2023. Documents to be submitted, that should be arranged and labeled



Address: Wangal, La Trinidad, Benguet Telephone Number: (074) 422-6570 Email: benguet@deped.gov.ph Facebook Page: DepEd Tayo Benguet







Republic of the Philippines

Department of Education

Schools Division of Benguet

properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:

- Fully accomplished Personal Data Sheet (PDS), with recent passport-size l.D., with printed name and signature (CS Form 212, revised 2017) downloadable at <u>www.csc.gov.ph</u>
- 2. Performance Rating for the last three (3) rating periods/Certificate of Employment;
- 3. Latest appointment (if applicable);
- 4. Updated Service Records from previous or current employer;
- 5. Certificates/MOVs of Awards received, Innovations conducted, Researches conducted, Published articles of wide circulation, Resource Speakership;
- 6. Certificates of Training/seminars/scholarships attended;
- 7. Certificate of eligibility;
- 8. Photocopy of Official Transcript of Records. (OTR). Secure Certificate of Completion of Academic Requirements leading to Master's Degree/Doctoral Degree from the school/university registrar.

Applicants are required to prepare four (4) sets of documents: One folder containing the original copies to be brought by the applicant during his/her scheduled interview (TBA) for verification purposes and three (3) folders containing photocopies for submission. Please take note that additional documents for submission after the deadline will not be accepted/considered.

To comply with IATF protocols and guidelines, health protocols shall be adhered to by all transacting clients; wearing of face masks, observing one-meter physical distancing at all times, washing and sanitizing of hands.

Dissemination of this Memorandum to the field is enjoined.

GLORIA B. BUYA-AO Schools Division Superintendent

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

PROMOTION

ASSESSMENT

OFFICIALS

RECRUITMENT

OSDS/HRMPSB/vacancies/personnel/hrmo



