

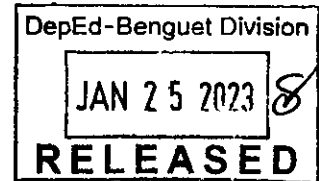


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

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



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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 well-being 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



