

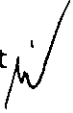

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>SDO MEMORANDUM NO. <u>035</u> s, 2020</b></p>		<p>Name of Office: <b>OSDS-Personnel Section</b></p>	

TO: Chief Education Supervisors (SGOD and CID)  
Education Program Supervisors  
Public Schools District Supervisors/CPs  
Elementary and Secondary School Heads

DATE: January 29, 2020

FROM:   
BENILDA M. DAYTACA, EdD, CESO VI  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent 

SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET

RECEIVED  
FEB 05 2020  


Herewith are lists of published and posted various positions vacated in the Schools Division of Benguet for information and dissemination, to wit:

**ELEMENTARY PSIPOP**

One (1) Public Schools District Supervisor  
Three (3) School Principal :

**SECONDARY PSIPOP**

One (1) School Principal II  
One (1) School Principal I  
One (1) Head Teacher V

**SCHOOLS DIVISION OFFICE**

One (1) Administrative Assistant II (SHS)  
(Ampusongan NHS – Kayapa)

The Position and Competency Profile of the PSDS which is provided by the DepEd states that the PSDS Position “is responsible for providing relevant and timely service to schools and learning centers through:



- the conduct of instructional supervision;
- provision of technical assistance in school management and curriculum implementation;
- establishing a conducive physical environment for learners and school workers;
- sustaining strong and harmonious partnerships and collaboration among stakeholders.

Following are the National Competency-Based Standards for School Heads:

- 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

Administrative Assistant II (Senior High School)

- Provision of administrative and clerical support to his/her supervisor;
- May be designated to assist either the Principal/School Head or any of the Assistant Principals;
- May be designated as property custodian;
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head

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Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing** not later than February 12, 2020. Documents needed are the following, arranged and labeled properly, fastened in a LONG FOLDER only, with ear tags NOT Clear Book/transparent folder:

1. Fully accomplished Personal Data Sheet (PDS), with recent passport size ID picture, (CS Form No. 212, Revised 2017), downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) duly signed and notarized;
2. Performance Ratings for the last two (2) rating periods, complete cycle;
3. Latest Appointment
4. Designations
5. Updated Service Records duly signed
6. Certificates of Awards, Innovations, Research, Publications, Resource Speakership;
7. Certificates of Trainings/seminars attended within 10 years-validity, reckoned from the date of publication/posting of vacancy;
8. Photocopy of certificate of eligibility and unexpired PRC License;
9. Photocopy of Official Transcript of Records (OTR)

Applicants are requested to prepare two (2) sets of documents and submit the first set (photocopies) at the Records Section on or February 12, 2020 while the second set (original copies) shall be brought during the interview for verification purposes. Additional documents submitted after the deadline shall not be accepted/entertained.

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

OFFICIALS

PROMOTION/DEPLOYMENT

SECOND LEVEL



**CC.: - Division HRMPSB Members**

**Request for Publication of Vacant Positions**

29 JAN 2020  
SUSAN CJ DAWANG  
Division HRMO

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd CAR-Schools Division of Benguet in the CSC website:

Date: January 27, 2020

No.	Position Title	Planilla Item No.	SG/STEP	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Public Schools District Supervisor (PSDS)	PSDS-90051-1998	22	66,867.00	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	LET/RA 1080/PBET		TBA
2	School Principal I	SP1-90122-2010	19	46,791.00	Bachelors degree in Elementary Education; or Bachelor's degree with 18 professional units in Education	40 hours of relevant training	HT for 1 year; TIC for 2 years; or MT for 2 years; or Teacher for 5 years	LET/RA 1080/PBET		TBA
3	School Principal I	SP1-90111-2010	19	46,791.00	Bachelors degree in Elementary Education; or Bachelor's degree with 18 professional units in Education	40 hours of relevant training	HT for 1 year; TIC for 2 years; or MT for 2 years; or Teacher for 5 years	LET/RA 1080/PBET		TBA
4	School Principal I	SP1-90106-2010	19	46,791.00	Bachelors degree in Elementary Education; or Bachelor's degree with 18 professional units in Education	40 hours of relevant training	HT for 1 year; TIC for 2 years; or MT for 2 years; or Teacher for 5 years	LET/RA 1080/PBET		TBA
5	School Principal I	SP1-90148-2010	19	46,791.00	Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional units in Education with appropriate major	40 hours of relevant training	HT for 1 year; TIC for 2 years; or MT for 2 years; or Teacher for 5 years	LET/RA 1080/PBET		TBA
6	School Principal II	SP2-90158-2010	20	52,703.00	Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional units in Education + 6 units of Management	40 hours of relevant training	1 year as Principal	LET/RA 1080/PBET		TBA
7	Head Teacher V	HTEACH5-90004-1998	18	42,159.00	Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional units in Education with appropriate field of specialization	24 hours of relevant training	HT for 4 years; or MT for 3 years	LET/RA 1080/PBET		TBA
8	Administrative Assistant II (SAs)	ADA52-90094-2016	8	17,505.00	Completion of 2 years studies in college	4 hours relevant	1 year relevant experience	CS Sub Prof/ First Level Eligibility		TBA

All interested and qualified applicants **regardless of sex, civil status, disability, religion, ethnicity, or political affiliation** should signify their interest in writing. Attach the following documents in two (2) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to the address below not later than 12 FEB 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized,
2. Latest Performance ratings for the last two (2) rating period/ Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records,
9. Omnibus Sworn Statement;

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**SUSAN CJ DAWANG**

HRMO

SDO-Wangal, La Trinidad, Benguet

CSC Benguet Field Office

JAN 29 2020

Date of Publication