

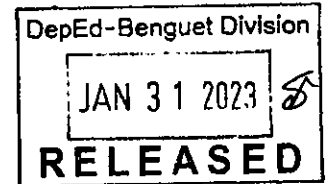


Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM
NO. 38, s. 2023

30 Jan 2023

TO: Assistant Schools Division Superintendent
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 IV (SECONDARY) AND
ADMINISTRATIVE ASSISTANT II POSITIONS IN SDO BENGUET

Herewith are vacated positions which were published and posted dated January 27, 2023 to February 6, 2023 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal IV (Secondary)-SP1V-90169-2010, SG 22 (Tuba NHS-Nangalisan, Tuba)
2. Admin. Assistant II (Senior High School)- ADAS2-90100-2016, SG 8-(OSDS)

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.

The Administrative Assistant II (SHS) provide administrative and clerical support to his/her supervisor and may be designated to do ancillary work.

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 6, 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





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

1. Fully accomplished Personal Data Sheet (PDS), with recent passport-size I.D., with printed name and signature (CS Form 212, revised 2017) downloadable at www.csc.gov.ph
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



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

RECEIVED
JAN 27 2023
CSC-BENGUET

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the DEPARTMENT OF EDUCATION in the CSC website:

SUSAN CJ DAWANG
HRMO

Date: 27-Jan-23

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal IV (Junior HS)	OSEC-DECSB-SP4-90169-2010	22	71,511.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	3 years as principal	PBETA/LET/RA 1080	N/A	Tuba NHS, Nangalisan
2	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90100-2018	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet ICTU

All interested and qualified applicants **regardless of sex, civil status, disability, religion, ethnicity, or political affiliation**, Equal opportunity principle (EOP) should signify their interest in writing. Attach the following documents in four (4) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to the address below not later than 06 FEB 2023

- 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; duly signed and notarized.
- Performance ratings for the last three (3) rating period/ Certificate of Employment
- Latest Appointment/Designations duly signed
- Updated Service Record duly signed
- Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
- Certificates of trainings/seminars attended
- Photocopy of certificate of eligibility/roting/license; and
- Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

GLORIA B. BUYA-AO

Schools Division Superintendent

Schools Division of Benguet

Vice: PALAO-AY, GEOFFREY SR BOMOWEY (Retirement)

CSC Benguet Field Office

27 JAN 2023
Date of Publication

WALTER J. JERUSALEM
Sr. Human Resource Specialist
2023-01-0051