



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Benguet

DepEd-Benguet Division
 MAR 11 2024
 RELEASED

Office of the Schools Division Superintendent

March 8, 2024

DIVISION MEMORANDUM

No. 83 s. 2024

**HIRING OF ADMINISTRATIVE SUPPORT FOR PUBLIC ELEMENTARY SCHOOL
 AND JUNIOR HIGH SCHOOL**

TO: Chiefs of Divisions
 Public Schools District Supervisors/In-charge
 Elementary and Secondary School heads
 All Others Concerned

- In view of DepED Order No. 002, s. 2024 re: Immediate Removal of Administrative Tasks of Public School Teachers and DM OUHROD-2024-0123 re: Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers pursuant to DepEd Order No. 002, s. 2024, The Department of Education provided 13 Administrative Support Staff to the Schools Division of Benguet to augment the regular workforce of the school.
- Relative to this, this office calls for the submission of applications, to wit:

Position: Administrative Support
Status of Employment: Contract of Service
Place of Assignment: Schools with Administrative Staff Allocation

School	District
1. Lamew ES	Bakun
2. Buguias NHS	Buguias
3. Nabalicong Saltin ES	Buguias
4. Alejo M. Pacalso MNHS	Itogon I
5. Banget ES	Itogon II
6. Mongoto ES	Kabayan
7. Kamora NHS	Kabayan
8. Nangalisan ES	Tuba
9. Evelio Javier MNHS	Tuba
10. Bokod NHS	Bokod



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
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11. La Trinidad NHS	La Trinidad
12. Sablan NHS	Sablan
13. Camp 30 NHS	Atok

Minimum Qualification/s:

- Able to prepare basic correspondences
- Able to prepare reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices

Duties and Responsibilities:

- Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

3. All qualified and interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to submit their application.

4. The following documents to be submitted should be arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK):

- A. Letter of intent indicating the school preference addressed to the Head of Office, as follows:

SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent
 Schools Division of Benguet

- B. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) is available via link via <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official;
- C. Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable;



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- D. Photocopy of valid and updated PRC license/ID or Certificate of eligibility, if applicable;
- E. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- F. For SHS graduates, TOR or General Weighted Average (GWA)
- G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- H. Certificates of Training, if applicable

5. Applicants are required to prepare four (4) sets of documents: **One(1) folder** containing the original copies to be brought by the applicant during his/her scheduled interview for verification purposes and **three (3) folders** containing photocopies for submission through the District Office of the school preference not later than **5:00 pm of March 20, 2024**.

6. Applicants who failed to submit on the set deadline indicated herein shall not be included in the pool of official applicants (Refer to DepEd Order No. 7 s. 2023). No additional documents shall be accepted after the set deadline.

7. Conduct of assessment process for qualified applicants such as review of documents, interviews, etc shall be done in the District and results should be submitted to the Division HRMPSB on or before March 25, 2024.

8. Immediate dissemination of and compliance with this Memorandum is enjoined.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/DM-Vacancies of Position/MSC
March 8, 2024



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