



Republic of the Philippines
Department of Education
Schools Division of Benguet

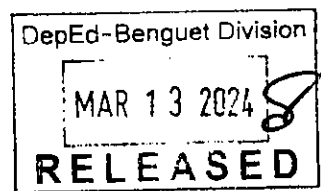
07 March 2024

DIVISION MEMORANDUM

NO. 94, S.2024

IMPLEMENTATION OF THE INTERNAL GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN RELATION TO DEPED ORDER NO.07 S.2023 IN THE SCHOOLS DIVISION OF BENGUET

To: Chief Education Supervisors
 Public Schools District Supervisors/In-Charge
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All others concerned



1. In view of DepEd Order no. 7 s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education and to guide personnel and stakeholders towards a systematic and competency-based process on Recruitment, Selection, and Appointment of personnel, this office issues the internal guidelines on Recruitment, Selection, and Appointment in the Schools Division of Benguet.
2. The following are the Internal Guidelines deliberated, to wit;

ATTACHMENTS	REMARKS
Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office.	Must be duly signed and addressed to the proper authority indicated in the publication, the position applied for must be specified based on the publication (Position Title and parenthetical if applicable). Failure to comply with this provision shall be a ground for non-inclusion in the pool of applicants.
Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;	Work Experience Sheet must be attached if the position being applied for is requiring experience.
Photocopy of Certificate/ s of Training, if applicable;	To meet the Basic Qualification Standards for training indicated in the publication, trainings used before the last promotion/appointment, and trainings conducted by non-DepEd with no training hours indicated and/or



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	attended within 5 years can be considered.
Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;	Service Record shall only include appointments attested/validated by the Civil Service Commission whether as permanent, provisional or substitute. For Private Employment or appointments not attested/validated by the CSC, a Certificate of Employment/ Contract of Service/ Job Order issued by the Employer or Head of office must be attached.
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), using the attached form (Annex C), notarized by authorized official; and	-Must be subscribed by any authorized official using the template prescribed by Department of Education. - For applicants applying for two or more positions that are published simultaneously, the positions being applied for shall be indicated in the Omnibus Sworn Statement-Certification on the Authenticity and Veracity - Using the same OSS-CAV is not allowed unless the position applied for is reposted and there are no changes in the documents submitted.
Training a. Hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;	- Certificate of Participation acquired through online trainings and/or trainings conducted by non-DepEd agencies must contain the number of training hours - For General trainings (INSETs, LAC, Etc), training matrix must be attached.
Experience a. Relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;	- Designations must include the number of hours to do the assigned task. - Relevancy of experience shall be based on the Work Experience Sheet.
Outstanding Employee Award	SDO Benguet employees only - District and School awards must be based on SDO-Benguet Service



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	<p>Excellence for DepEd Officials & Employees (SEDOE) guidelines.</p> <p>Outside SDO Benguet Applicants - Must attach Award guidelines/ Criteria used in the Selection/ Search.</p>
Research and Innovation	- Certification of Adoption of the Innovation or Research at the School/Office level shall be duly signed by the School Head/Head of Office.
Application of Education	Follow the template specified in the enclosures of SDO Benguet Division Memorandum No. 235 S. 2023 re: Standard Format in Preparing Action Plans/Project Proposals re Application of Learning and Development Activities and Application of Education or its equivalent.
Application of Learning and Development	Follow the template specified in the enclosures of SDO Benguet Division Memorandum No. 235 S. 2023 re: Standard Format in Preparing Action Plans/Project Proposals re Application of Learning and Development Activities and Application of Education or its equivalent.
OTHERS	
Submission of documents	Submit Three (3) Sets on or before 5:00 P.M. of the due date of submission, properly labeled and following the arrangement in the Omnibus Sworn Statement.
Non-attendance to Schedule of Interviews	Formally notify the HRMPSB for appropriate action.
Electronic Signature	Refer to Republic Act 8792 (show proof that the signatory allows the use of his/her E-signature/ Facsimile).
General Weighted Average	For Applicants applying for positions not requiring experience, submit GWA in the highest academic/ grade level computed by the University/School.




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3. Internal guidelines specified in paragraph 2 shall be effective March 22, 2024.
4. Immediate dissemination of and compliance to this Division Memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

Cc: CSC-Benguet Field Office

Enclosure:

osds/slbj/stejr/msc



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