

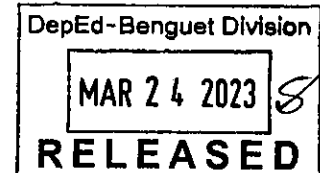


Republic of the Philippines
Department of Education
Schools Division of Benguet

24 March 2023

DIVISION MEMORANDUM
NO. 98, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Division HRMPSB Members/Secretariat
Education Program Supervisors (CID/SGOD)
District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
All others concerned



SUBJECT: **ANNOUNCING VACANT SCHOOL PRINCIPAL III (JHS), AND THREE SCHOOL PRINCIPAL I (ELEMENTARY) POSITIONS IN SDO BENGUET**

1. Herewith are vacated positions which were published and posted dated March 23, 2023 to April 3, 2023 at the CSC website and other conspicuous places for information and guidance, viz:

- 1.1 School Principal III (JHS)-SP3-90001-2018, SG 21 (SDO Benguet)
- 1.2 School Principal I (ELEM)- SP1-90040-2010, SG 19 (SDO Benguet)
- 1.3 School Principal I (ELEM)- SP1-90045-2010, SG 19 (SDO Benguet)
- 1.4 School Principal I (ELEM)- SP1-90071-2010, SG 19 (SDO Benguet)

***Applicants for School Principal I must have passed the NQESH/Principals' Test, hence result of rating and/or proof of passing the test should be attached, accordingly.**

2. 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.

3. 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 **April 3,**



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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

- a. Letter of Intent addressed to the Head of Office, through the HRMO;
 - b. Duly accomplished Personal Data Sheet (PDS), (CS Form 212, revised 2017) with Work Experience Sheet; downloadable at www.csc.gov.ph
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Photocopy of Certificate of Eligibility/Rating;
 - e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including **completion of graduate and post-graduate units/degrees;**
 - f. Photocopy of Certificates of Training;
 - g. Photocopy of Certificate of Employment or duly signed Service Record;
 - h. Photocopy of latest appointment;
 - i. Photocopy of Performance Rating in the last ratings period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission;
 - j. Checklist of Requirement and Omnibus Sworn Statement, (downloadable at www.depedpines.com)**
 - k. Other documents as may be required by the HRMPSB for comparative assessment,
*Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
4. 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.**
5. No additional documents shall be accepted after the deadline set, as indicated in this official memorandum.
6. For further inquiries and clarifications, please get in touch with our HRMPSB Secretariat/HRMO/HRMPSB members.
7. Applicants may also refer to DepEd ORDER No. 007, s. 2023, dated March 22, 2023, entitled: "GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION" which shall now be the basis in our assessment.





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8. To comply with IATF 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.
9. Meals and snacks for the Division HRMPSB members shall be charged against the Division MOOE subject to existing budgeting, accounting and auditing rules and regulations.
10. Dissemination of this Memorandum to the field is enjoined.


GLOFIA B. BUYA-AO
Schools Division Superintendent

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

APPOINTMENT
EMPLOYMENT
HIRING
POLICY
RECRUITMENT
RULES AND REGULATIONS
SELECTION

OSDS/HRMPSB/vacancies/personnel/hrmo



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