

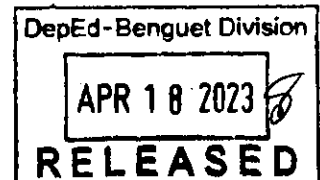


Republic of the Philippines
Department of Education
Schools Division of Benguet

April 17, 2023

DIVISION MEMORANDUM
NO. 120, s. 2023

TO: All Division HRMPSB Members
Public Schools District Supervisors
Elementary and Secondary School Heads
SDO Unit/Section Heads
All others concerned.



SUBJECT: ANNOUNCING VARIOUS NON-TEACHING AND TEACHING-RELATED
VACANT POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated April 14, 2023 to April 24, 2023 at the CSC website and other conspicuous places for information and guidance, viz:

1. Educ. Program Specialist II – EPS2-90006-2014 – SG 16
2. Admin. Assistant II (Disbursing Officer II)-ADAS2-90094-2017, SG 8
3. Admin. Assistant III (Senior Bookkeeper) -ADAS3-90046-2014, SG 9
4. Admin. Assistant III (Senior Bookkeeper) - ADAS3-90064-2017, SG 9
5. Admin. Assistant II (Disbursing Officer II)- ADAS3-90101-2017, SG 8
6. Admin. Assistant III (Senior Bookkeeper)) – ADAS3-90048-2014, SG 9
7. Admin. Assistant III (Senior Bookkeeper) – ADAS3-90072-2017, SG 9
8. Admin. Assistant III (Senior Bookkeeper) – ADAS3-90045-2014, SG 9
9. Admin. Assistant III (Senior Bookkeeper) – ADAS3-90063-2017, SG 9
10. Admin. Assistant III (Senior Bookkeeper) – ADAS3-90066-2017, SG 9
11. Admin. Assistant II (Disbursing Officer II)- ADAS2-90093-2017, SG 8
12. Admin. Assistant III (Senior Bookkeeper)- ADAS3-90073-2017, SG 9
13. Admin. Assistant III (Senior Bookkeeper) – ADAS-90068-2017, SG 9
14. Admin. Assistant III (Senior Bookkeeper)- ADAS3-90076-2017, SG 9
15. Admin. Assistant II (Disbursing Officer II)-ADAS2-90102-2017, SG 9
16. Admin. Assistant II (Senior High School) – ADAS2-90122-2016, SG 8
17. Admin. Assistant III (Senior Bookkeeper) - ADAS3-90067-2017, SG 9
18. Admin. Assistant II (Disbursing Officer II)- ADAS2-90098-2017, SG 8
19. Admin. Assistant II (Disbursing Officer II) – ADAS2-90103-2017, SG 8
20. Admin. Assistant III (Senior Bookkeeper) – ADAS3-90053-2014, SG 9
21. Admin. Assistant II (Senior High School)- ADAS2-90105-2016, SG 8
22. Admin. Assistant II (Senior High School)- ADAS2-90093-2016, SG 8
23. Admin. Assistant II (Senior High School) – ADAS2-90126-2016, SG 8



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
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24. Admin. Assistant II (Senior High School) - ADAS2-90095-2016, SG 8
25. Admin. Assistant II (Senior High School) - ADAS2-90124-2016, SG 8
26. Admin. Assistant II (Senior High School) - ADAS2-90081-2016, SG 8
27. Admin. Assistant II (Senior High School) - ADAS2-90094-2016, SG 8
28. Admin. Assistant II (Senior High School) - ADAS2-90108-2016, SG 8
29. Admin. Assistant II (Senior High School) - ADAS2-90091-2016, SG 8
30. Admin. Assistant II (Senior High School) - ADAS2-90090-2016, SG 8
31. Admin. Assistant II (Senior High School) - ADAS2-90087-2016, SG 8
32. Admin. Assistant II (Senior High School) - ADAS2-90125-2016, SG 8
33. Admin. Assistant II (Senior High School) - ADAS2-90123-2016, SG 8
34. Admin. Assistant II (Senior High School) - ADAS2-90097-2016, SG 8

The job summary of the Education Program Specialist II for Human Resource Development is to assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.

The competency profiles of the Administrative Assistant III, are: Maintaining and Safeguarding the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary in the preparation of timely and reliable reports which will aid the management in making informed decisions.

The Administrative Assistant II (Disbursing Officer II) supports accounting operations by filing documents; reconciling statements, running software programs; and the

Administrative Assistant II (Senior High School), provides administrative and clerical support to his/her supervisor; May also be designated as property custodian or to the canteen services of the school, as deemed necessary; other related functions.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing addressed to Sally L. Banaken-Ullalim, CESO V, Schools Division Superintendent, Wangal, La Trinidad, Benguet. Documents to be submitted, arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:

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- a. Letter of intent addressed to the Head of Office, mentioned above, thru the HRMO;
- b. Duly 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
- 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/degree;
- f. Photocopies of Certificates of Trainings;
- g. Photocopy of Certificate of Employment or duly signed service record;
- h. Photocopy of latest appointment, if applicable;
- i. Performance Rating for the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission.
- j. Checklist of Requirements and Omnibus Sworn Statement, downloadable at <https://bit.ly/checklist-omnibus>
- 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 (L&D). All photocopies of documents should be authenticated.**

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 for verification purposes and three (3) folders containing photocopies for submission through the SDO Records Section on or before **April 24, 2023**. Please take note that additional documents for submission after the deadline will not be accepted/considered.

For further inquiries and clarifications, please get in touch with our HRMPSBS Secretariat/HRMO/HRMPSB members.

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" for information.

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To comply with IATF protocols and guidelines, health protocols shall still 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.


SALLY L. BANAKEN-ULLALIM, CESO V
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/sue

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