



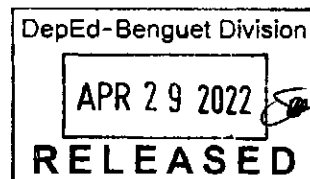
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 124, s. 2022

TO: All District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
All others concerned/interested

DATE: April 28, 2022

FROM:  GLORIA B. BUYA-AO
Schools Division Superintendent



SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN SDO BENGUET

SDO Benguet announces various vacated positions, which were published and posted dated April 27, 2022 to May 9, 2022 at the CSC website and other conspicuous places. The detailed Qualification Standards for each positions are contained in the publication for information, reference, and guidance. The following positions are as follows:

1. School Principal I – SP1-90085-2010, SG 19 (Elementary, Division-wide)
2. School Principal I – SP1-90089-2010, SG 19 (Elementary, Division-wide)
3. School Principal I – SP1-90107-2010, SG 19 (Elementary, Division-wide)
4. School Principal I – SP1-90114-2010, SG 19 (Elementary, Division-wide)
5. School Principal I – SP1-90134-2020, SG 19 (Elementary, Division-wide)
6. School Principal I – SP1-90157-2010, SG 19 (Secondary, Division-wide)
7. School Principal I – SP1-90159-2010, SG 19 (Secondary, Division-wide)
8. School Principal II – SP2-90152-2010, SG 20 (Elementary, TBA)
9. School Principal II – SP2-90158-2010, SG 20 (Secondary, TBA)
10. DENTIST II – DENT2-90019-1998, SG 17 (SDO-SGOD, Health and Nutrition)
11. LIBRARIAN II – LIB2-90011-2014, SG 15 (SDO-CID-LRMDS)
12. Administrative Aide VI – ADA6-90013-2014, SG 6 (SDO-CID)
13. Administrative Assistant II (SHS) – ADAS2-90098-2016, SG 8 (TBA)
14. Administrative Assistant II (SHS) – ADAS2-90103-2016, SG 8 (TBA)
15. Administrative Assistant II (SHS) – ADAS2-90120-2016, SG 8 (TBA)
16. Administrative Assistant II (Disbursing Officer) – ADAS2-90092-2017, SG 8 (TBA)
17. Administrative Assistant II (Disbursing Officer) – ADAS2-90096-2017, SG 8 (TBA)
18. Administrative Assistant II (Disbursing Officer) – ADAS2-90098-2017, SG 8 (TBA)
19. Administrative Assistant II (Disbursing Officer) – ADAS2-90100-2017, SG 8 (TBA)



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20. Administrative Assistant II (Disbursing Officer II) – ADAS2-90105-2017, SG 8
21. Administrative Assistant III (Senior Bookkeeper) – ADAS3-90038-2014, SG 9

Following are the competency profiles of the School Principal positions, but are not limited to such:

- 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

DENTIST II – promotes, protects and maintains the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide the establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs.

LIBRARIAN II – Manages, maintain, and monitor uploaded and catalog of materials in the LRMS portal and maintain the schools division library. Provides technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services.

The competency profile of the **Administrative Assistant III (Senior Bookkeeper)** position is, maintaining and safeguarding the books, records and supporting schedules of the Division Office by keeping track of accounts and verifying the accuracy procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

The **Administrative Assistant II (SHS)** position is responsible for providing relevant and timely service to the SDO, schools and other learning centers; Provision of general administrative clerical support in the area of assignment; and

The **Administrative Assistant II (Disbursing Officer)** position supports accounting operations by filing documents, reconciling statements, running software programs.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **May 09, 2022** addressed to Madam Gloria B. Buyao -Schools Division Superintendent, Wangal, La



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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:

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 issued by previous or current employer; (for promotion).
3. Latest appointment (if applicable);
4. Updated Service Records from previous or current employer;
5. Certificate of Employment from non-DepEd applicants; Performance Rating may be mentioned.
6. Certificates of Awards received, approved Innovations conducted, approved Researches conducted, Published articles of wide circulation, Resource Speakership;
7. Certificates of Training/seminars/scholarships attended;
8. Proof of eligibility;
9. 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, if applicable

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 **May 09, 2022**. Please take note that additional documents for submission after the deadline and during the interview 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 physical distancing at all times, washing and sanitizing of hands, and leaving the Office premises as soon as transaction is done.

Widest dissemination of this Memorandum to the field is enjoined.

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

PROMOTION

ASSESSMENT

OFFICERS

HIRING

OSDS/personnel/hrmpsb/hrmo

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