
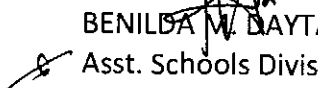
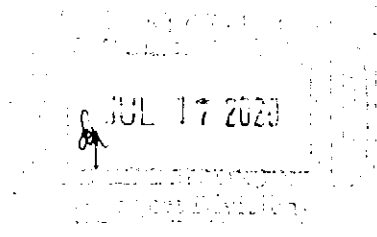
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>SDO MEMORANDUM NO. <u>137</u> s, 2020</p>		<p>Name of Office: OSDS-Personnel Section</p>	

TO: All Public Schools District Supervisors/CPs
Elementary and Secondary School Heads
All others concerned

DATE: July 16, 2020

FROM:  BENILDA M. DAYTACA, EdD, CESO VI
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET

Herewith are list of published and posted new positions in the Schools Division of Benguet dated July 10, 2020 at the CSC website for information and dissemination, to wit:

DIVISION OF BENGUET - ELEMENTARY EDUCATION

1. Administrative Officer II, SG 11 - ADOF2-90037-2020 - La Trinidad Central School
2. Administrative Officer II, SG 11 - ADOF2-90038-2020 - Puguis Elementary School
3. Administrative Officer II, SG 11 - ADOF2-90039-2020 - Buyagan Elementary School
4. Administrative Officer II, SG 11 - ADOF2-90040-2020 - Ucab Elementary School
5. Administrative Officer II, SG 11 - ADOF2-90041-2020 - Balili Elementary School
6. Administrative Officer II, SG 11 - ADOF2-90042-2020 - Lepanto Elementary School
7. Administrative Officer II, SG 11 - ADOF2-90043-2020 - Camp 6 Elementary School
8. Administrative Officer II, SG 11 - ADOF2-90044-2020 - Lubas Elementary School
9. Administrative Officer II, SG 11 - ADOF2-90045-2020 - Virac Elementary School
10. Administrative Officer II, SG 11 - ADOF2-90046-2020 - Loo Elementary School

Qualification Standards:



Education:	Bachelor's Degree relevant to the job
Training:	None required
Experience:	None required
Eligibility:	Career Service Professional/Second Level

The Competency Profile of these positions "is responsible for providing relevant and timely service to schools and other learning centers as may be assigned by higher authorities:

- Provision of general administrative administration and clerical support in the area of assignment;
- May be designated to assist either the Principal/School Head;
- Others deemed necessary

Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing** not later than July 24, 2020. Documents needed are the following, arranged and labeled properly, fastened in a **LONG FOLDER only**, with ear tags and NOT Clear Book/transparent folder:

1. Fully accomplished Personal Data Sheet (PDS), with recent passport size ID picture, (CS Form No. 212, Revised 2017), downloadable at www.csc.gov.ph duly signed and notarized;
2. Performance Ratings duly signed;
3. Latest Appointment
4. Updated Service Records duly signed
6. Certificates of Awards, Innovations, Research, Publications, Resource Speakership;

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7. Certificates of Trainings/seminars attended within 10 years-validity, reckoned from the date of publication/posting of vacancy;
8. Photocopy of certificate of eligibility. (and unexpired PRC License);
9. Photocopy of Official Transcript of Records (OTR)

Applicants are requested to prepare five (5) sets of documents, one folder for original copies and four folders for photocopies to be submitted at the Records Section on or before July 24, 2020. Additional documents submitted after the deadline shall not be accepted/entertained.

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

OFFICIALS

PROMOTION/DEPLOYMENT

SECOND LEVEL

CC.: - Division HRMPSB Members

Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)
This is to request the publication of the following vacant positions of DepEd CAR-Schools Division of Benguet in the CSC website:

Electronic copy to be submitted at CSC FO must be in excel format

RECEIVED
10 JUL 2020
REGISTRATION
SUSAN CJ DAWANG
Division HRMO

No.	Position Title	Planilla Item No.	SG/STEP	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer II	ADO/F2-90037-2020	11	22,316.00						TBA
2	Administrative Officer II	ADO/F2-90038-2020	11	22,316.00						TBA
3	Administrative Officer II	ADO/F2-90039-2020	11	22,316.00						TBA
4	Administrative Officer II	ADO/F2-90040-2020	11	22,316.00						TBA
5	Administrative Officer II	ADO/F2-90041-2020	11	22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second level Eligibility		TBA
6	Administrative Officer II	ADO/F2-90042-2020	11	22,316.00						TBA
7	Administrative Officer II	ADO/F2-90043-2020	11	22,316.00						TBA
8	Administrative Officer II	ADO/F2-90044-2020	11	22,316.00						TBA
9	Administrative Officer II	ADO/F2-90045-2020	11	22,316.00						TBA
10	Administrative Officer II	ADO/F2-90046-2020	11	22,316.00						TBA

All interested and qualified applicants **regardless of sex, civil status, disability, religion, ethnicity, or political affiliation** should signify their interest in writing. Attach the following documents in two (2) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to the **address below** not later than **July 20, 2020**.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; duly sign
- Latest Performance ratings for the last two (2) rating period/ Certificate
- Latest Appointment/Designations duly signed
- Updated Service Record duly signed
- Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
- Certificates of trainings/seminars attended
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- Omnibus Sworn Statement;

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SUSAN CJ DAWANG
Division HRMO
SDO Benguet- Wangan, La Trinidad, Benguet

CSC Benguet Field Office
10 JUL 2020
Date of Publication
WALTER J. JERUSALEM
Senior Personnel Specialist