



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet

Tel.No.- 422 6570 Email Add- benguet@deped.gov.ph



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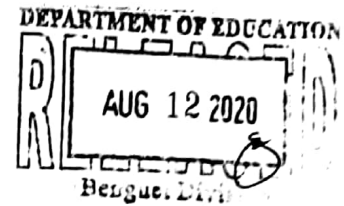
SDO MEMORANDUM NO. 157 s, 2020

Name of Office:
OSDS-Personnel Section

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

DATE: August 11, 2020

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



SUBJECT: ANNOUNCING NON-TEACHING VACANT POSITIONS IN THE DIVISION OF BENGUET

Herewith are lists of vacant positions published and posted at the CSC Portal/website dated August 10, 2020 for information and dissemination, to wit:

SENIOR HIGH SCHOOL:

1. Two (2) Administrative Assistant II, SG 08 - TBA

JUNIOR HIGH SCHOOL:

2. One (1) Administrative Assistant II, SG 8 - TBA

Qualification Standards:

Education:	Completion of 2 years studies in college
Training:	4 hours of relevant training
Experience:	1 year of relevant experience
Eligibility:	Career Service Sub-Professional/First Level

The Competency Profile of these two positions, ADAS II (SHS) "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

For the ADAS II (JHS), the competency profile is, but not limited to:

- Support accounting operations by filing documents; reconciling statements; running software programs.

Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing** not later than August 24, 2020. Documents needed are the following, arranged and labeled properly, fastened in a **LONG FOLDER only**, with ear tags. Please do NOT use Clear Book or 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. Three (3) latest 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)
 - 9.a. Complete academic requirements for Master's Degree/Doctoral Degree

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 August 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

FIRST LEVEL

CC.: - Division HRMPSB Members