
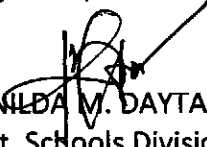
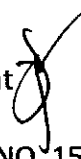
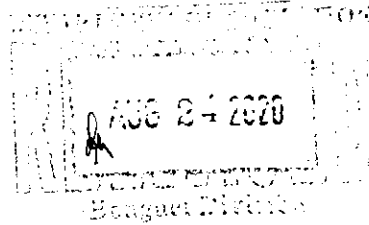
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- banguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>SDO MEMORANDUM NO. <u>164</u> s, 2020</b></p>		<p>Name of Office: <b>OSDS-Personnel Section</b></p>	

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

DATE: August 20, 2020

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



SUBJECT: CORRIGENDUM AND ADDENDUM TO SDO MEMO NO. 157, s. 2020 (ANNOUNCING NON-TEACHING VACANT POSITIONS IN THE DIVISION OF BENGUET)

Herewith is the list of vacant positions published and posted at the CSC Portal/website dated August 18, 2020 for information and dissemination, to wit:

**SENIOR HIGH SCHOOL:**

1. From Two (2) Administrative Assistant II, SG 08 to three (3) items - TBA

**From JUNIOR HIGH SCHOOL to District:**

2. From One (1) Administrative Assistant II, SG 8 to Administrative Assistant III, SG 09 - TBA

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



The Competency Profile of these three (3) ADAS II (SHS) 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

**For the ADAS III (District), the competency profile is, but not limited to:**

- Maintain and safeguard 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 for the preparation of timely and reliable reports which will aid the management in making informed decisions.

Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing** addressed to the Head of Agency not later than August 28, 2020, instead of 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

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570      Email Add- <a href="mailto:benguet@deped.gov.ph">benguet@deped.gov.ph</a></p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
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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](http://www.csc.gov.ph) duly signed and notarized
2. Three (3) latest duly signed Performance Ratings;
3. Latest Appointment
4. Duly signed updated Service Records;
6. Certificates of Awards, Innovations, Research, Publications, Resource Speakership;
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 further 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 28, 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

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BENGUET

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

**RECEIVED**  
18 AUG 2020  
SUSAN CJ DAWANG  
Division HRMO

**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:

Date:

No.	Position Title	Plantilla Item No.	SG/ STEP	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (SHS)	OSEC-DECSB-ADAS2-90106-2016	8	17,505.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility		TBA
2	Administrative Assistant II (SHS)	OSEC-DECSB-ADAS2-90102-2016	8	17,505.00						TBA
3	Administrative Assistant II (SHS)	OSEC-DECSB-ADAS2-90123-2016	8	17,505.00						TBA
4	Administrative Assistant III	OSEC-DECSB-ADAS3-90006-2018	9	18,784.00						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 four (4) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to **the address below** not later than **AUG 28 2020**.

1. 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](http://www.csc.gov.ph); duly signed and notarized.
2. Latest Performance ratings for the **last three rating period/** Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.

**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- Wangal, La Trinidad, Benguet  
[personnel.sdbenguet@gmail.com](mailto:personnel.sdbenguet@gmail.com)

CSC Benguet Field Office  
18 AUG 2020  
Date of Publication