



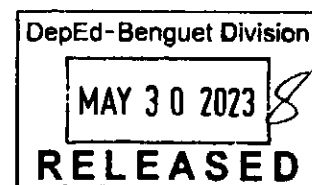
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

May 29, 2023

DIVISION MEMORANDUM
NO. 168 s. 2023

**ANNOUNCING TWO (2) NEW ADMINISTRATIVE OFFICER II POSITIONS IN THE
DIVISION OF BENGUET**

TO: Chief Education Supervisors (SGOD/CID)
Education Program Supervisors
Public Schools District Supervisors/District Coord. Principals
SDO Staff and Personnel
Elementary and Secondary School Heads
All others concerned



1. This is to announce two (2) new Administrative Officer II positions, Salary Grade 11 allocated to the Schools Division of Benguet which were published and posted dated May 26, 2023 – June 5, 2023 at the CSC website and other conspicuous places for information and dissemination. The Place of Assignments of these two positions will be at Naswak Integrated School, Bokod District.
2. The Key Result Areas (KRAs) of the Administrative Officer II are, but not limited to the following:
 - I. Personnel Administration
 - Recruitment, Selection and Placement
 - Personnel Records
 - Compensation and Benefits
 - Other HR-related functions
 - II. Property Custodianship
 - III. General Administrative Support
 - IV. Financial Management
 - V. Other related work
3. The detailed duties and responsibilities/KRAs of the position will be issued in a separate Division Memorandum.
4. Qualified applicants are advised to submit their application addressed to Sally L. BANAKEN-ULLALIM, CESO V, Schools Division Superintendent, Wangal, La Trinidad, Benguet and prepare four (4) sets of documents; One folder containing the original copies to be brought by the applicant during the scheduled interview (in a separate communication) for verification purposes and three (3) folders containing photocopies, arranged and labeled properly with ear tags and fastened in a white long folder, to be submitted through the Records Section on or before June 5, 2023 to wit:



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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- a. Letter of Intent addressed to the Head of office, thru the HRMO;
- b. Duly accomplished Personal Data Sheet (PDS), with recent passport size I. D. picture, with printed and signature (CS Form 212, revised 2017, downloadable at www.csc.gov.ph);
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic records such as but not limited Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if applicable;
- 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. Photocopy of Performance Ratings in the last rating period/s covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R. A 10173 (Data Privacy Act Of 2012), Annex C is available via link <https://bit.ly/checklist-omnibus> and shall be notarized by authorized official;
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - b. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item "I" is not relevant to the position to be filled, if applicable.

*Additional documents submitted after the deadline will not be accepted.

5. Health protocols is still our concern to be adhered to by all transacting clients; wearing of facemasks, observing physical distancing at all times, washing and sanitizing of hands.
6. Dissemination of this Memo to all concerned is enjoined.


SALLY L. BANAKEN-ULLALIM, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index Under the following subjects:
RECRUITMENT/HIRING ASSESSMENT OFFICERS

OsdS/personnel/hrmo



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