

Department of Education

Schools Division of Benguet

May 13, 2024

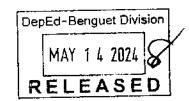
DIVISION MEMORANDUM No. 170 s. 2024

EXTENSION FOR ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANTS IN SDO BENGUET

TO: Chiefs of Divisions

Public Schools District Supervisors/In-charge Elementary and Secondary School heads

All Others Concerned



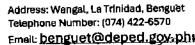
This office calls for submission of application documents for the following positions from May 13, 2024 to May 17, 2024 which was already published at the CSC website and other conspicuous places on April 19, 2024 to April 29, 2024:

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Place of Assignment
1.	applicable) Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 90041-2014	9	21,211.00	Sablan District
2.	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 90073-2017	9	21,211.00	Kabayan District
3.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2- 90095-2017	8	19,744.00	Sablan District















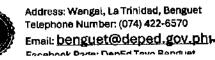
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4.	(Disbursing	OSEC-DECSB-ADAS2- 90097-2017	8	19,744.00	Kibungan District
5.	Officer II) Administrative Assistant II (Disbursing	OSEC-DECSB-ADAS2- 90101-2017	8	19,744.00	Bakun District
6.	Officer II) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2- 90103-2017	8 .	19,744.00	Itogon I District
7.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2- 90104-2017	8	19,744.00	Makayam District
8.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2- 90105-2017	8	19,744.00	Tublay District
9.	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2- 90089-2016	8	19,744.00	Bakun National High School
10.	Administrative Assistant II (Senior High School)] = =	8	19,744.00	Sinacbat NHS
11.		I	8	19,744.00	Natubleng NHS
12.	Administrative	OSEC-DECSB-ADAS2- 90114-2016	8	19,744.00	AleJO M. PACALSO MNHS- Ayosep Extension
13.	Administrative Assistant II (Senior High School)		8	19,744.00	Balili National High School
14.	Administrative Assistant II(Senior High School)	OSEC-DECSB-ADAS2- 90123-2016	8	19,744.00	Bedbed NHS













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Documents to be submitted should be arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:

1. Letter of intent addressed to the Head of Office

 Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable

3. Photocopy of valid and updated PRC license/ID, if applicable;

4. Photocopy of Certificate of Eligibility/Rating, if applicable

5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;

Photocopy of Certificate/s of Training, if applicable;

7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable

8. Photocopy of latest appointment, if applicable;

9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the

deadline of submission, if applicable;

10. 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 RA No. 10173 (Data Privacy Act of 2012) is available via link provided https://bit.ly/omnibus-checklist and shall be notarized by authorized official; and

11. 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, and 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 9 is not

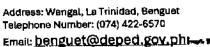
relevant to the position to be filled, if applicable

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 17, 2024 until 5:00 pm.















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15.	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2- 90125-2016	8	19,744.00	Tabio National High School
16.	Administrative Assistant II	OSEC-DECSB-ADAS2- 90084-2016	8	19,744.00	Bineng NHS

Qualification Standards:

I. Administrative Assistant III (Senior Bookkeeper)

Education: Completion of two-year studies in college

Training: 4 hours relevant training
Experience: 1-year relevant experience

Eligibility: Career Service Sub-professional / First Level Eligibility

II. Administrative Assistant II (Disbursing Officer II)

Education: Completion of two-year studies in college

Training: 4 hours relevant training
Experience: 1-year relevant experience

Eligibility: Career Service Sub-professional / First Level Eligibility

III. Administrative Assistant II (Senior High School)

Education: Completion of two-year studies in college

Training: 4 hours relevant training
Experience: 1-year relevant experience

Eligibility: Career Service Sub-professional / First Level Eligibility

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to signify their intent in writing **not later than May 17, 2024** addressed to:

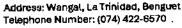
Sally L. Banaken-Ulialim CESO V

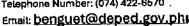
Schools Division Superintendent Wangal, La Trinidad, Benguet.

















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Applicants who failed to submit complete mandatory requirements (Items 1 to 10) on the set deadline indicated herein shall not be included in the pool of official applicants (Refer to DepEd Order No. 7 s. 2023 and Division Memorandum 94 s. 2024- Implementation of the Internal Guidelines on Recruitment, Selection, and Appointment in Relation to DepEd Order No. 7 s. 2023 in the Schools Division of Benguet). Please take note that additional documents for submission after the deadline will not be accepted/considered.

Dissemination of this Memorandum is enjoined.

SALLY L. BANAKEN-ULLALIM CESO V Schools Division Superintendent

OSDS/SBLU/stej/msc/fpg







