



Republic of the Philippines  
**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

DepEd-Benguet Division  
 MAY 14 2024  
 RELEASED

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 applicable)	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Place of Assignment
1.	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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**ITAHAN**





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4.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90097-2017	8	19,744.00	Kibungan District
5.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90101-2017	8	19,744.00	Bakun District
6.	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90103-2017	8	19,744.00	Itoyon District I
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)	OSEC-DECSB-ADAS2-90100-2016	8	19,744.00	Sinacbat NHS
11.	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90106-2016	8	19,744.00	Natubleng NHS
12.	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90114-2016	8	19,744.00	AleJO M. PACALSO MNHS-Ayosep Extension
13.	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90120-2016	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
2. 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;
6. 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.**



Address: Wengal, La Trinidad, Benguet

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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 (Senior High School)	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-Ullalim 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



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