



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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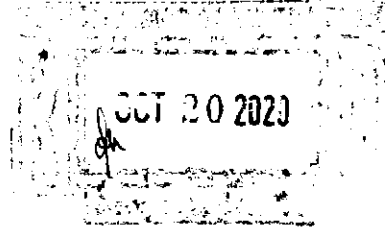
SDO MEMORANDUM NO. 210 s, 2020

Name of Office:
OSDS-Personnel Section

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

DATE: October 19, 2020

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



SUBJECT: ANNOUNCING OF NON-TEACHING VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET AND EXTENDING THE DEADLINE FOR SUBMISSION OF DOCUMENTS FROM SEPTEMBER 25, 2020 TO OCTOBER 26, 2020

Herewith are list of vacant positions in the Schools Division of Benguet published and posted dated September 15 - 25, 2020 at the CSC website for information and dissemination, to wit:

DIVISION OF BENGUET

1. Administrative Officer II (SHS), SG 11 - ADOF2-90003-2016 - TBA

Qualification Standards:

Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional/Second Level

2. Administrative Assistant II

OSEC-DECSB-ADAS2-90101-2017

3. Administrative Assistant II

OSEC-DECSB-ADAS2-90095-2017

4. Administrative Aide VI, SG 6

OSEC-DECSB-ADA6-90030-2004 - TBA

5. Administrative Aide VI, SG 6



OSEC-DECSB-ADA6-90029-2004 - TBA

Education: Completion of two-year studies in college
Training: None-required
Experience: None-required
Eligibility: CS Sub-professional/First Level Eligibility

The Competency Profile of the Administrative Officer II(SHS) position is responsible for the execution and continuous improvement of the administrative process of the school including budget planning/preparation of financial reports, subject to the approval of authorities. Others deemed necessary.

The Administrative Assistant II (Disbursing Officer) is to support accounting operations by filing documents; reconciling statements; running software programs and others deemed necessary.

The Administrative Aide VI position is to assist the management and staff and provide administrative support in the effective and efficient operation of the following Offices; OSDS, SGOD, CID or school where assigned.

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@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>
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Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing** not later than October 26, 2020. For those who submitted last September 25, 2020 may submit additional documents deemed necessary. Documents needed are the following, arranged and labeled properly, fastened in a **LONG FOLDER only**, with ear tags and NOT Clear Book/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. 2 latest Performance Ratings duly signed;
3. Latest Appointment
4. Updated Service Records duly signed
6. Certificates of Awards, Innovations, Research, Publications, Resource Speakership/Consultancy
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.
9. Photocopy of Official Transcript of Records (OTR)

Applicants are requested to prepare five (5) sets of documents, one folder for original copies and four folders of photocopies to be submitted at the Records Section on or before October 26, 2020. Additional documents submitted after the deadline shall not be accepted/entertained.

To be included in the Perpetual Index
Under the following subjects:

OFFICIALS

RECRUITMENT/DEPLOYMENT

FIRST/SECOND LEVELS

CC.: - Division HRMPSB Members/Secretariat