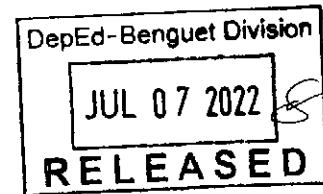




Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

DIVISION MEMORANDUM NO. 214, s. 2022

TO: Chiefs of Divisions  
All Public Schools District Supervisors  
Elementary and Secondary School Heads  
All others concerned/interested



DATE: July 6, 2022

SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated July 5 to July 18, 2022 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal I – SP1-90030-2011-2010, SG 19, (Secondary Plantilla)
2. School Principal I – SP1-90153-2010, SG 19, (Secondary Plantilla)
3. Assistant School Principal II – ASP2-90075-2016, SG 19, (Senior HS Plantilla)
4. School Principal I – SP1-90044-2010, SG 19. (Elementary Plantilla)
5. Admin. Assistant II (Disbursing Officer)-ADAS2-90092-2017, (Buguias District)
6. Admin. Assistant II (Disbursing Officer)-ADAS2-90096-2017 (Buguias District)
7. Admin. Assistant II (Disbursing Officer)-ADAS2-90100-2017 (Buguias District)
8. Admin. Assistant II (Disbursing Officer)-ADAS2-90105-2017 (Buguias District)
9. Admin. Assistant II (Disbursing Officer)-ADAS2-90028-2014 (SDO-Accounting Unit)
10. Admin. Assistant III (Senior Bookkeeper)-ADAS3-90038-2014 (Mankayan District)

Following are the National Competency-Based Standards for School Head Positions:

- School Leadership;
- Instructional Leadership
- Creating a Student-Centered Learning Climate;
- Human Resource Management and Professional Development
- Parent Involvement and Community Partnership;
- School Management and Operations; and
- Personal and Professional Attributes and Interpersonal effectiveness

NOTE: An applicant for the School Principal I and Asst. School Principal II positions must have passed the NQESH, or NQEP, or Principals' Test.





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

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The general functions of the Assistant School Principal II (Senior HS) under Academics are:

- Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;
- Monitors and assess the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subject area
- Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal;
- Coaches and mentors the teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's learning outcomes, and;
- Reports to the Principal/School Head.

For Operations and Learner Support:

- Supports the Principal in the administrative supervision and implementation of all learner support programs of the school;
- Manages the systems, processes and people involved in the delivery of support services to the staff and learners;
- Coaches and monitors the non-teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services;
- Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal.

(Reference: DepEd Order No. 19, s. 2016, "Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public SHS, Item VI-C)

**The Job Summary of the Administrative Assistant II supports accounting operations by filing documents, reconciling statements; running software.**

**KRA: Accounting Records, Accounting Reports**

**The Job Summary of the Administrative Assistant III maintains and safeguards the books, records and supporting schedules of the SDO 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 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 July 18, 2022, addressed to Gloria B. Buyao,



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





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

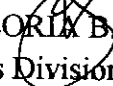
Schools Division Superintendent, Wangal, La Trinidad, Benguet. Documents to be submitted should be arranged and labeled properly with ear tabs/tags, and fastened in a long expanded folder (NOT CLEAR BOOK) are the following:

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS), with recent passport-size I.D., with printed name and signature (CS Form 212, revised 2017) downloadable at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Performance Ratings for the last three (3) rating periods;
4. Latest appointment;
5. Updated Service Records;
6. Certificates of Awards received, Innovations conducted, Research conducted, Published articles of wide circulation, Resource Speakership
7. Certificates of Training/seminars/scholarships attended;
8. Proof of eligibility; (unexpired PRC License)
9. Photocopy of Official Transcript of Records. (OTR). Secure Certificate of Completion of Academic Requirements leading to Master's Degree or Doctoral Degree from the school/university registrar, if any
10. Other documents which the applicants find relevant.

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 July 18, 2022. Please take note that additional documents for submission after the deadline will not be accepted/considered.

To comply with IATF protocols and guidelines, health protocols shall be adhered to by all transacting clients; wearing of face masks, observing physical distancing at all times, washing and sanitizing of hands.

Dissemination of this Memorandum to the field is enjoined.

  
**GLORIA B. BUYA-AO**  
 Schools Division Superintendent

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

**RECRUITMENT**

**PROMOTION**

**ASSESSMENT**

**OFFICIALS**

OSDS/hrmpsb/personnel



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

**SYABAN**  
 Integrity Fields Accomplishment Qualities Advancement Nurtures Excellence



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC  
FO. must be in MS Excel format  
CIVIL SERVICE COMMISSION  
CSC FO - Benguet



**RECEIVED**

Date: 05 JUL 2022 Time: 11:30  
Docket/Control No. 2022-07-05  
By: ELEAZAR B. DUGUON  
Signature

SUSAN CJ DAWANG  
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Date: 05-Jul-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal I (Secondary)	OSEC-DECSB-SP1-90030-2011	19	49835	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	TBA
2	School Principal I (Secondary)	OSEC-DECSB-SP1-90153-2010	19	49835	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	TBA
3	Assistant School Principal II (SHS)	OSEC-DECSB-ASP2-90075-2016	19	49835	Bachelors degree in Education or its equivalent with a major and minor, or Bachelors degree in arts and Sciences with at least 18 units in professional education	8 hours relevant training	2 years relevant experience	RA 1080 (Teacher)	N/A	TBA
4	School Principal I (Elementary)	OSEC-DECSB-SP1-90044-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	TBA
5	Administrative Assistant II	OSEC-DECSB-ADAS2-90092-2017	8	18998	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	Buguias District
6	Administrative Assistant II	OSEC-DECSB-ADAS2-90096-2017	8	18998	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	Buguias District
7	Administrative Assistant II	OSEC-DECSB-ADAS2-90100-2017	8	18998	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	Buguias District
8	Administrative Assistant II	OSEC-DECSB-ADAS2-90105-2017	8	18998	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	Buguias District
9	Administrative Assistant II	OSEC-DECSB-ADAS2-90028-2014	8	18998	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	SDO-Accounting Unit
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-90038-2014	9	20402	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional/First Level Eligibility	N/A	Mankayan District

All interested and qualified applicants **regardless of sex, civil status, disability, religion, ethnicity, or political affiliation, Equal opportunity principle(EOP)** 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 **18 JUL 2022**.

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. Performance ratings for the last three (3) rating period/ Certificate of Employment
3. Latest Appointment/Designations duly
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:

**GLORIA B. BUYA-AO**

Schools Division Superintendent

Schools Division of Benguet

CSC Benguet Field Office

05 JUL 2022

Date of Publication

**ELEAZAR B. PUGUON**  
Senior HR Specialist

vice: I. Aquino, M. Estakio, M. Kiong, E. Medina, B. Sabo, L. Laita, J. Basilio, L. Sagayo, H. Cawas, G. Domegyay

2022-07-138