



Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 220, s. 2021

TO: All District Supervisors/Coordinating Principals
Elementary and Secondary School Heads
All others concerned

DATE: June 15, 2021



SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated June 14, 2021 to June 24, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal II – SP2-90151-2010, SG 20 (Elementary Plantilla)
2. School Principal II – SP2-90157-2010, SG 20, (Secondary Plantilla)
3. School Principal I – SP1-90149-2010, SG 19, (Secondary Plantilla)
4. School Principal I – SP1-90155-2010, SG 19, (Secondary Plantilla)
5. School Principal I – SP1-90112-2210, SG 19, (Elementary Plantilla)

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 position must have passed the NQESH, or NQEP, or Principals' Test.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **June 28, 2021**, addressed to Gloria B. Buya-ao, Schools Division Superintendent, Wangal, La Trinidad, Benguet. Documents to be submitted, arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:



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

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1. 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
2. Performance Ratings for the last three (3) rating periods;
3. Latest appointment;
4. Updated Service Records;
5. Certificates of Awards received, Innovations conducted, Researches conducted, Published articles of wide circulation, Resource Speakership;
6. Certificates of Training/seminars/scholarships attended;
7. Proof of eligibility; (unexpired PRC License)
8. 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
9. 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 **June 28, 2021**. 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/shields, observing one-meter 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:

PROMOTION

ASSESSMENT

OFFICIALS



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