

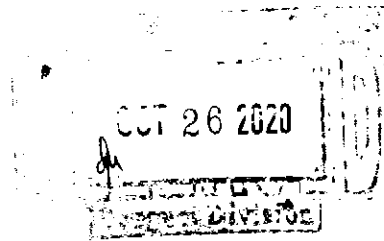
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>SDO MEMORANDUM NO. <u>220</u> s, 2020</p>		<p>Name of Office: OSDS-Personnel Section</p>	

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

DATE: October 22, 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, SUBMISSION OF APPLICATION LETTER AND NEEDED DOCUMENTS



Herewith are lists of vacant positions in the Schools Division of Benguet published and posted dated October 20 - 30, 2020 at the CSC website for information and dissemination, to wit:

DIVISION OF BENGUET

1. Administrative Assistant III, SG 9- ADAS3-90001-2018 - TBA
2. Administrative Assistant III, SG 9- ADAS3-90012-2018 - TBA
3. Administrative Assistant III, SG 9- ADAS3-90049-2014 - TBA

Qualification Standards:	Education: Completion of two-year studies in college
	Training: 4 hours relevant training
	Experience: 1 year relevant experience
	Eligibility: CS Sub -Prof/First Level eligibility

4. Administrative Assistant II(SHS),SG 8, ADAS2-90122-2016
5. Administrative Assistant II(SHS), SG 8, ADAS2-90124-2016

Qualification Standards:	Education: Completion of two-year studies in college
	Training: 4 hours relevant training
	Experience: 1 year relevant experience
	Eligibility: CS Sub-professional/First Level Eligibility

The Competency Profile of the Administrative Assistant III position is, but not limited to:
*Maintain and safeguard the books, records and supporting schedules of the Division Office 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.

The Administrative Assistant II (SHS) position is responsible for providing relevant and timely service to the SDO, schools and other learning centers:

- Provision of general administrative and clerical support in the area of assignment;
- May be designated to assist either the Principal/School Head



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



Document Code: SDO-BENG-QF-OSDS-
SDS-004

Revision: 00

Effectivity date: 09-03-2018

SDO MEMORANDUM NO. 220 s, 2020

Name of Office:
OSDS-Personnel Section

Interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing addressed to** Benilda M. Daytaca, EdD, CESO VI, Schools Division Superintendent not later than October 30, 2020. 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, (must be in the possession of the applicant during the interview)** and four folders of photocopies to be submitted at the SDO- Records Section on or before October 30, 2020. Only documents placed in the folder submitted shall be considered, hence, applicants are reminded to countercheck their packaging before submission. Additional documents for submission/insertion after the deadline are not accepted/entertained.

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

OFFICIALS

RECRUITMENT/DEPLOYMENT

FIRST/SECOND LEVELS

CC.: - Division HRMPSB Members/Secretariat