

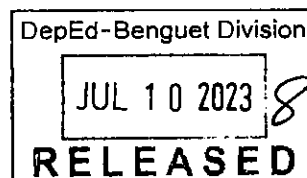


Republic of the Philippines
Department of Education
Schools Division of Benguet

July 07, 2023

DIVISION MEMORANDUM
NO. 228, s. 2023

TO: All Division HRMPSB Members
Public Schools District Supervisors
Elementary and Secondary School Heads
SDO Unit/Section Heads
All others concerned.



SUBJECT: ANNOUNCING VACANCY FOR ADMINISTRATIVE OFFICER IV
POSITION (HUMAN RESOURCE MANAGEMENT OFFICER) IN SDO
BENGUET

This is to announce the vacancy for Administrative Officer IV position (HRMO) which was published and posted dated July 06, 2023 to July 17, 2023 at the CSC website and other conspicuous places for information and guidance, to wit:

1. Administrative Officer IV-OSEC-DECSB-ADOF4-90104-2014, SG 15
Qualification Standards: Education- Bachelor's degree relevant to the job
Training – 4 hours relevant training
Experience- 1 year of relevant experience
Eligibility- Career Service Professional
(Second Level Eligibility)

The job summary of the Administrative Officer IV position is to provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM,COA, etc.)

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (EEOP-equal employment opportunity principle) are advised to signify their intent in writing addressed to Sally L. Banaken-Ullalim CESO V, 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:





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- a. Letter of intent addressed to the Head of Office, mentioned above, thru the HRMO;
- b. Duly 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
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree;
- f. Photocopies of Certificates of Trainings;
- g. Photocopy of Certificate of Employment or duly signed service record;
- h. Photocopy of latest appointment, if applicable;
- i. Performance Rating for the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission.
- j. Duly subscribed Checklist of Requirements and Omnibus Sworn Statement, downloadable at <https://bit.ly/checklist-omnibus>
- k. Other documents as may be required by the HRMPSB for comparative assessment.

***Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development (L&D). All photocopies of documents should be authenticated.**

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 06, 2023**. Please take note that additional documents for submission after the deadline will not be accepted/considered.

For further inquiries and clarifications, please get in touch with our HRMPSBS Secretariat/HRM Office/HRMPSB members.

Applicants may also refer to DepEd ORDER No. 007, s. 2023, dated March 22, 2023, entitled: "GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION" for information.






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

Dissemination of this Memorandum to the field is enjoined.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

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

APPOINTMENT
EMPLOYMENT
HIRING
POLICY
RECRUITMENT
RULES AND REGULATIONS
SELECTION

OSDS/HRMPSB/vacancies/personnel/hrmo/msc



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