



Republic of the Philippines
Department of Education
 Schools Division of Benguet

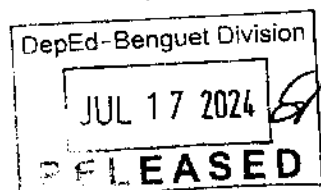
16 July 2024

DIVISION MEMORANDUM

No. 236, s. 2024

EXTENSION OF DEADLINE FOR SUBMISSION OF DOCUMENTS TO THE HIRING OF ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

To: Chiefs, SGOD and CID
 Public Schools District Supervisors/Districts-in-charge
 School Heads
 All Others Concerned



1. Relative to Division Memorandum No. 206, s. 2024, entitled, **Hiring of One (1) Administrative Support II under a Contract of Service** in the SDO-Benguet under the School Governance and Operations Division (SGOD), the deadline for submission of the application letter with complete documents will be on **JULY 24, 2024**.

2. For ready reference, hereunder is the particulars for said position:

Position Title:	Administrative Support II (Disaster Preparedness and Response Program)	
Basic Monthly Salary:	P 20,000.00 plus P 2,000.00 premium	
Place of Assignment:	School Governance and Operations Division (SGOD)	
Qualifications:		
Education	Training	Experience
Completion of at least two (2) years in college; or senior high school. Graduate with relevant specialization	8 hours of relevant Training	One (1) year relevant experience
Terms of Reference:		
Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.		

3. See previous Memo for the required documents to be attached. All applications must be submitted to the Division Office Records Section either in hardcopy or via e-mail at records.sdobenguet@gmail.com.

4. For widest dissemination and guidance.


SALLY L. BANAKEN - ULLALIM, CESO V
 Schools Division Superintendent

SGOD/CES/drrm.nib



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

