



Republic of the Philippines
Department of Education
Schools Division of Benguet

August 9, 2024

DIVISION MEMORANDUM

No. 269, s. 2024

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

DepEd-Benguet Division
 AUG 15 2024
RELEASED

**HIRING OF ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT
 OF SERVICE FOR SCHOOL BASED FEEDING PROGRAM (SBFP)**

- This is to inform all interested applicants of vacant position in the Schools Division Office of Benguet:

PARTICULARS

Position Title:	Administrative Support II (School Based Feeding Program)	
Basic Monthly Salary:	PHP 20,000.00 plus PHP 2,000 premium	
Qualifications:		
Education	Training	Experience
Completion of at least two (2) years in college; or Senior High School Graduate with specialization relevant to the job	8 hours relevant training	One (1) year relevant experience
Terms of Reference:		
Provides administrative support to ensure efficient operation of SBFP & related activities in the SDO; Carries out administrative duties such as filing, recording, receiving/releasing documents, typing; Assists in the maintenance of database for SBFP and related programs & activities in the SDO; Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs & activities; Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs & activities; Contributes to team effort by accomplishing related results as needed; and Performs other functions as may be deemed necessary		



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





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2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation, gender identities, and gender expressions (SOGIE), are highly encouraged to apply. Submit the following documents in three (3) copies on or before **August 19, 2024**:
- Letter of intent addressed to the Head of Office,
 - Duly accomplished PDS (CS Form No. 212, revised 2017) with Work Experience Sheet,
 - Photocopy of valid and updated PRC license/ID, if applicable,
 - Photocopy of Certificate of Eligibility/Ratings,
 - Photocopy of scholastic/academic records such as, but not limited to, Transcript of Records (TOR) and Diploma, including completing of graduate and post-graduate units/degrees,
 - Photocopy of Certificates of Training/s, if applicable,
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is applicable,
 - Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the last date of submission, if applicable.

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Qualified applicants are advised to submit their application and documents to the SDO Benguet Record Section, addressed to:

SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent
DepEd – SDO Benguet
Wangal, La Trinidad, Benguet

4. For information and dissemination.

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

SGOD/CES/SHNU-sbfp-rvdk



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