

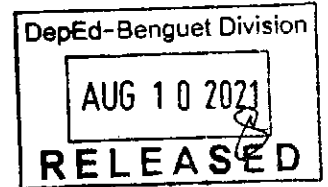


Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 306, s. 2021

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

DATE: August 9, 2021



SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated August 6, 2021 to August 16, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal I – SP1-90161-2010, SG 19, (Secondary Plantilla)
2. School Principal I – SP1-90073-2010, SG 19, (Elementary Plantilla)
3. Asst. School Principal II – ASP2-90076-2016, SG 19, (Senior HS 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 and Asst. School Principal II positions must have passed the NQESH, or NQEP, or Principals' Test.

The general functions of the Assistant School Principal II (Senior HS) under Academics are:

- Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;
- Monitors and assess the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subject

-page 1 of 2 pages-



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

SYABAN
Integrity Fields Accomplishment Boldly Advancement Nurture Excellence





Republic of the Philippines
Department of Education
Schools Division of Benguet

- Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal;
- Coaches and mentors the teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's learning outcomes, and;
- Reports to the Principal/School Head.

For Operations and Learner Support:

- Supports the Principal in the administrative supervision and implementation of all learner support programs of the school;
- Manages the systems, processes and people involved in the delivery of support services to the staff and learners;
- Coaches and monitors the non-teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services;
- Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal.

(Reference: DepEd Order No. 19, s. 2016, "Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public SHS, Item VI-C)

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are advised to signify their intent in writing not later than **August 18, 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:

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, Research conducted, Published articles of wide circulation, Resource Speakership;

-page 2 of 3 pages-



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

AYAMAN
Integrity Fields Accomplishments Equalities Advancement Nurtures Excellence



GLORIA B. BUYA-AO
Schools Division Superintendent



Republic of the Philippines
Department of Education
Schools Division of Benguet

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 **August 18, 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

-page 3 of 3pages-



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

SYABIAN
Integrity Yields Accomplishments Modifies Advancement Nurtures Excellence

400-AQP-2014-00000



ACQ
Certificate No. 21-AQ-19052001-01