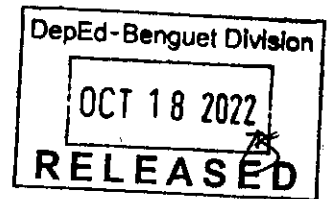




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



October 18, 2022

DIVISION MEMORANDUM
NO. 324 s. 2022

**ANNOUNCING NEW ADMINISTRATIVE OFFICER II POSITIONS IN THE
DIVISION OF BENGUET**

TO: Chief Education Supervisors (SGOD/CID)
Education Program Supervisors
Public Schools District Supervisors/District Coord. Principals
SDO Staff and Personnel
Elementary and Secondary School Heads
All others concerned

1. This is to announce re One Hundred Fifty-Eight (158) Administrative Officer II positions, Salary Grade 11 allocated to the Schools Division of Benguet which were published and posted dated October 17 – October 28, 2022 at the CSC website and other conspicuous places for information and dissemination. The Place of Assignments per position are stated in the publication of vacant positions.
2. The Key Result Areas (KRAs) of the Administrative Officer II are, but not limited to the following:
 - I. Personnel Administration
 - Recruitment, Selection and Placement
 - Personnel Records
 - Compensation and Benefits
 - Other HR-related functions
 - II. Property Custodianship
 - III. General Administrative Support
 - IV. Financial Management
 - V. Other related work
3. The detailed duties and responsibilities of the position will be issued in a separate Division Memorandum.
4. Qualified applicants are advised to submit their application addressed to Madam Gloria B. Buya-ao, Schools Division Superintendent, Wangal, La Trinidad, Benguet and prepare three (3) sets of documents; One folder containing the original copies to be brought during the scheduled interview



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





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(separate communication) for verification purposes and two (2) folders containing photocopies, arranged and labeled properly with ear tags and fastened in a white long folder, to be submitted through the Records Section on or before October 28, 2022, to wit:

- a. Application Letter, should be brief and concise only;
 - b. Fully accomplished Personal Data Sheet (PDS), with recent passport size I. D. picture, with name printed and signature (CS Form 212, revised 2017, downloadable at www.csc.gov.ph);
 - c. Performance Ratings for the last three rating periods if applicable/or Certificate of employment with performance rating indicated by employer;
 - d. Latest appointment/designation;
 - e. Updated service record duly signed;
 - f. Certificates such as awards, innovation, research conducted, publications, resource speakership;
 - g. Certificates of trainings attended or scholarships
 - h. Photocopy of eligibility/rating/License
 - i. Photocopy of Transcript of Records. **Certificate of completion of academic requirements leading to Master's or Doctoral degree**
- *Additional documents submitted after the deadline will not be accepted.
5. Health protocols is still our concern to be adhered to by all transacting clients; wearing of facemasks, observing physical distancing at all times, washing and sanitizing of hands.
 6. Dissemination of this Memo by all concerned is enjoined.


GLORIA B. BUYA-AO
Schools Division Superintendent

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

RECRUITMENT/HIRING

ASSESSMENT

OFFICERS

Oeds/personnel/hrmo



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