



Republic of the Philippines
Department of Education
Schools Division of Benguet

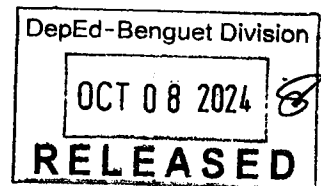
October 07, 2024

DIVISION MEMORANDUM

No. 360 s. 2024

**ANNOUNCING VACANT POSITIONS IN THE SCHOOLS DIVISION
OF BENGUET**

TO: Chiefs of Divisions
Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
All Others Concerned



- I. This office calls for submission of application documents for various positions from October 07, 2024 to October 18, 2024 which was published at the CSC website and other conspicuous places on October 07, 2024 to October 18, 2024. Annexes A and B
- II. Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to signify their intent in writing **not later than October 18, 2024 5:00pm** addressed to:

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
concurrent Officer-in-Charge
Office of the Schools Division Superintendent

- III. Documents to be submitted should be arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:
 1. Letter of intent addressed to the Head of Office
 2. Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable
 3. Photocopy of valid and updated PRC license ID, if applicable
 4. Photocopy of Certificate of Report of Rating (PRC License)
 5. Photocopy of Certificate of Eligibility (Non-PRC License)
 6. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 7. Photocopy of Certificate/s of Training, if applicable;
 8. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 9. Photocopy of latest appointment, if applicable;



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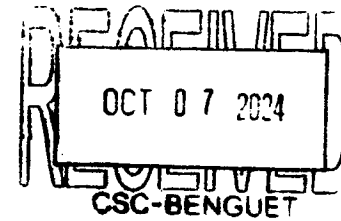
10. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 11. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
 12. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - a. Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - b. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 9 is not relevant to the position to be filled, if applicable
- IV. 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 **October 18, 2024 5:00pm**.
- V. Applicants who failed to submit complete mandatory requirements (Items 1 to 10) on the set deadline indicated herein shall not be included in the pool of official applicants (Refer to DepEd Order No. 7 s. 2023 and Division Memorandum 94 s. 2024- Implementation of the Internal Guidelines on Recruitment, Selection, and Appointment in Relation to DepEd Order No. 7 s. 2023 in the Schools Division of Benguet). Please take note that additional documents for submission after the deadline will not be accepted/considered.
- VI. Dissemination of this Memorandum is enjoined.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
concurrent Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/EPLC/stej/msc/fpg

Page 2 of 2

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



ANNEX A
Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Date: October 07, 2024

MARICEL S. CODIMDAM
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Assistant School Principal II	OSEC-DECSB-ASP2-90076-2016	19	53,873.00	Bachelors degree in Education or its equivalent with a major and minor, or Bachelors degree in arts and Sciences with at least 18 units in professional education	8 hours relevant training	2 years relevant experience	RA 1080 (Teacher)	N/A	SDO Benguet
2	Assistant School Principal II	OSEC-DECSB-ASP2-90075-2016	19	53,873.00	Bachelors degree in Education or its equivalent with a major and minor, or Bachelors degree in arts and Sciences with at least 18 units in professional education	8 hours relevant training	2 years relevant experience	RA 1080 (Teacher)	N/A	SDO Benguet
3	School Principal III (Elementary)	OSEC-DECSB-SP3-90155-2010	21	67,005.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	2 years as principal	PBET/LET/RA 1080	N/A	SDO Benguet
4	School Principal II(Elementary)	Anticipated Vacancy	20	60,157.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	1 year as principal	PBET/LET/RA 1080	N/A	SDO Benguet
5	School Principal I (Elementary)	Anticipated Vacancy	19	53,873.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
6	Head Teacher III (Elementary)	Anticipated Vacancy	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
7	Head Teacher II (Elementary)	Anticipated Vacancy	15	38,413.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	PBET/LET/RA 1080	N/A	SDO Benguet
8	Head Teacher I (Elementary)	Anticipated Vacancy	14	35,434.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or teacher for 3 years	PBET/LET/RA 1080	N/A	SDO Benguet
9	School Principal III (Elementary)	OSEC-DECSB-SP3-90165-2010	21	67,005.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	2 years as principal	PBET/LET/RA 1080	N/A	SDO Benguet
10	School Principal II(Elementary)	Anticipated Vacancy	20	60,157.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	1 year as principal	PBET/LET/RA 1080	N/A	SDO Benguet
11	School Principal I (Elementary)	Anticipated Vacancy	19	53,873.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
12	Head Teacher III (Elementary)	Anticipated Vacancy	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
13	Head Teacher II (Elementary)	Anticipated Vacancy	15	38,413.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	PBET/LET/RA 1080	N/A	SDO Benguet

34	Head Teacher III (Elementary)	Anticipated Vacancy	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
35	Head Teacher II (Elementary)	Anticipated Vacancy	15	38,413.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	PBET/LET/RA 1080	N/A	SDO Benguet
36	Head Teacher I (Elementary)	Anticipated Vacancy	14	35,434.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or teacher for 3 years	PBET/LET/RA 1080	N/A	SDO Benguet
37	School Principal I (Elementary)	OSEC-DECSB-SP1-90122-2010	19	53,873.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years	PBET/LET/RA 1080	N/A	SDO- Benguet
38	Head Teacher III (Elementary)	Anticipated Vacancy	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
39	Head Teacher II (Elementary)	Anticipated Vacancy	15	38,413.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	PBET/LET/RA 1080	N/A	SDO Benguet
40	Head Teacher I (Elementary)	Anticipated Vacancy	14	35,434.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or teacher for 3 years	PBET/LET/RA 1080	N/A	SDO Benguet
41	School Principal I (Junior HS)	OSEC-DECSB-SP1-90155-2010	19	53,873.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	Sablan National High School
42	Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-90165-1998	16	41,616.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO- Benguet
43	Head Teacher II (Elementary)	Anticipated Vacancy	15	38,413.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	PBET/LET/RA 1080	N/A	SDO Benguet
44	Head Teacher I (Elementary)	Anticipated Vacancy	14	35,434.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or teacher for 3 years	PBET/LET/RA 1080	N/A	SDO Benguet

SAS

All interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation, Equal opportunity principle (EOP) should signify their interest in writing. Attach the following documents in four (4) sets to the

application letter addressed to the Head of Agency thru the HRMO and submit to the address below not later than

OCT 18 2024

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable;
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
- Other documents as may be required by the HRMP SB for comparative assessment, including but not limited to:
 - Means of verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in Item 9 is not relevant to the position to be filled, if applicable

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ESTELA P. LEON-CARIÑO EdD, CESO III

Regional Director and

concurrent Officer-in-Charge

Office of the Schools Division Superintendent

1009 SALDA, GERALDO AMPAGU

WALTER J. JERUSALEM
Sr. Human Resource Specialist

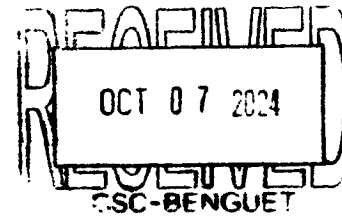
CSC Benguet Field Office

Date of Publication

OCT 07 2024

2024-10-223

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Date: October 07, 2024

Maricel S. Codimdim
MARICEL S. CODIMDIM
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90081-2016	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	Sablan National High School
2	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90110-2016	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	Trazon S. Fianza Sr. NHS
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90114-2016	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	Balili National High School
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-90075-2017	9	22,219.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	Tuba District
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-90041-2014	9	22,219.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	MANKAYAN DISTRICT
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90101-2017	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	BAKUN DISTRICT
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90103-2017	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	ITOGON I DISTRICT
8	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90084-2016	8	20,534.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO-Benguet
9	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-90011-2014	7	19,365.00	Completion of two-year studies in college	None Required	None Required	Career Service Sub-professional / First Level Eligibility	N/A	SDO-Benguet

10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90013-2024	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO- Benguet
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90118-2023	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO- Benguet
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90533-2022	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO- Benguet
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90106-2023	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO- Benguet
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90461-2022	11	28,512.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO- Benguet

SD

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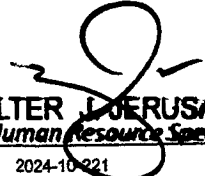
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_____	Regional Director and	_____
_____	concurrent Officer-in-Charge	_____
_____	Office of the Schools Division Superintendent	_____

via: FELICIANO, DANDY LUSTAL D. MABANAG, CAGATAN, MONALE, PACALSO

CSC Benguet Field Office
OCT 07 2024
 Date of Publication

WALTER J. JERUSALEM
Sr. Human Resource Specialist
 2024-10-221