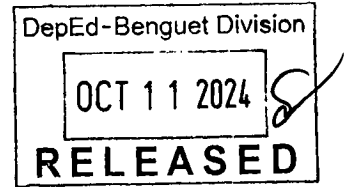




Republic of the Philippines
Department of Education
Schools Division of Benguet



11 October 2024

DIVISION MEMORANDUM
No. 377 s. 2024

APPLICATION FOR PUBLIC SCHOOLS DISTRICT IN-CHARGE

TO: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
All Others Concerned

1. This office calls for submission of application documents for Public Schools District In-charge to be assigned at Buguias District.

Basic Qualifications

Education: Master's Degree in Education or other relevant Master's Degree

Training: 16 Hours of relevant training

Experience: 5 yrs. Cumulative experience in instructional supervision and school management

Eligibility: RA 1080 (Teacher)

2. Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to submit the following documents addressed to:


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

- a) Letter of intent addressed to the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet,
- c) Photocopy of valid and updated PRC license ID;
- d) Photocopy of Certificate of Report of Rating (PRC);
- e) 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;
- f) Photocopy of Certificate/s of Training,
- g) Photocopy of updated and duly signed Service Record;
- h) Photocopy of latest appointment,
- i) Photocopy of Latest Performance Rating;



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- j) 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). This is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
 - k) Other documents as may be required by the HRMPSB for comparative assessment such as 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.
3. Applicants are required to submit One (1) set of documents arranged and labeled properly with ear tabs/tag and fastened in a long folder (NOT CLEAR BOOK) following the list through the SDO Records Section on or before **October 15, 2024 12:00 pm**.
4. 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). Additional documents for submission after the deadline will not be accepted/considered.
5. 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