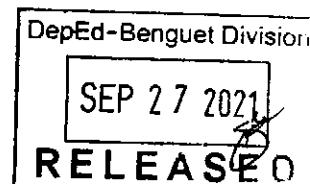




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM
NO. 318 s. 2021



TO: All Public Schools District Supervisors/CPs
Elementary and Secondary School Heads
All others concerned

DATE: September 24, 2021

SUBJECT: ANNOUNCING VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET

Below are lists of published and posted new positions and natural vacancies dated September 21 to October 04, 2021 at the CSC website and other conspicuous places for information and guidance, to wit:

Area of Deployment:

1. Administrative Officer II, SG 11 - ADOF2-90066-2021 - Celo Haight ES, Atok
2. Administrative Officer II, SG 11 - ADOF2-90067-2021 - Ampusongan ES, Bakun
3. Administrative Officer II, SG 11 - ADOF2-90068-2021 - Ambangeg ES, Bokod
4. Administrative Officer II, SG 11 - ADOF2-90069-2021 - Abatan ES, Buguias
5. Administrative Officer II, SG 11 - ADOF2-90070-2021 - Tuding ES, Itogon I
6. Administrative Officer II, SG11 - ADOF2-90071-2021 - Loacan ES, Itogon I
7. Administrative Officer II, SG 11 - ADOF2-90072-2021 - Balatoc ES, Itogon II
8. Administrative Officer II, SG 11 - ADOF2-90073-2021 - Abucot ES, Kabayan
9. Administrative Officer II, SG 11 - ADOF2-90074-2021 - Taba-ao Integrated School, Kapangan
10. Administrative Officer II, SG 11 - ADOF2-90075-2021 - Kibungan CS, Kibungan
11. Administrative Officer II, SG 11 - ADOF2-90076-2021 - Ambiong ES, La Trinidad
12. Administrative Officer II, SG 11 - ADOF2-90077-2021 - Mankayan CS, Mankayan
13. Administrative Officer II, SG 11 - ADOF2-90078-2021- Sablan CS, Sablan
14. Administrative Officer II, SG 11 - ADOF2-90079-2021 - Tuba Central School, Tuba
15. Administrative Officer II, SG 11 - ADOF2-90080-2021- Paoad ES, Tublay

QUALIFICATION STANDARDS: Education: Bachelor's Degree relevant to the job

Training: None required

Experience: None required

Eligibility: Career Service Professional/second level

The Competency Profile of the Administrative Officer II position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school, in coordination with the school head and SDO HRMO/Personnel Office, among others: **I. Personnel Administration** - Recruitment and Selection, Personnel Records, Compensation and Benefits, Other HR-related functions. **II. Property Custodianship and III. General Administrative Support.**

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16. School Principal I – SP1-90039-2010, SG 19 – (TBA)

17. School Principal I – SP1-90051-2021, SG 19 – (TBA)

Qualification Standards.: Education: Bachelor’s Degree in Elem Education; or Bachelor’s degree with 18 professional units in education.

Training: 40 hours of relevant training

Experience: HT for 1 year, or TIC for 2 years or MT for 2 years or teacher for 5 years.

Eligibility: PBET/LET/RA 1080

Following are the 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

Interested applicants, regardless of sex, civil status, disability, religion ethnicity, or political affiliation (Equal Employment Opportunity Policy-EEOP) are advised to submit their application in writing addressed to Gloria B. Buya-ao, Schools Division Superintendent, Wangal, La Trinidad, Benguet not later than October 8, 2021. Documents must be arranged, labeled properly with ear tags/tabs in a long folder, PLEASE DO NOT USE CLEAR BOOK, to wit:

1. Fully accomplished Personal Data Sheet (PDS), with latest passport-sized I. D picture, with printed name and signature (CS Form 212, revised 2017) downloadable at www.csc.gov.ph .
2. Performance Rating for the last three (3) rating periods
3. Latest appointment
4. Updated Service Record duly signed
5. Proof of Eligibility
6. Certificates/MOVs of Awards received, Innovations conducted, Research conducted, published articles of wide circulation, Resource Speakership
7. Photo copy of Official Transcript of Records, Certificate of completion leading to MA/Doctoral Degree.
8. Certificates of Trainings/seminars/scholarships attended
9. Other documents deemed relevant

Applicants are required to prepare at least three (3) sets of documents: One folder containing the original copies to be brought by the applicant during his/her scheduled interview for verification purposes and the two (2) folders, photocopies for submission through the SDO Records Section on or before October 8, 2021. Please take note that additional documents for submission after the deadline will not be accepted/entertained.

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To comply with IATF protocols and guidelines, everyone is required to wear facemask/face shield, observing physical distancing, washing and sanitizing of hands during transactions in the Office.

All qualified applicants are also advised to bring their own drinking water/snacks during the interview which will be announced/informed separately.

Dissemination of this Memorandum to the field is enjoined.


GLORIA B. BUJA-AO
Schools Division Superintendent

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

PROMOTION

ASSESSMENT

OFFICIALS

RECRUITMENT

CC.:
- The PSDS
 Itogon District II
- CES SGOD/CID
- All HRMPSB members

OsdS/personnel/hrmpsb/oraohra/hrmo

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