

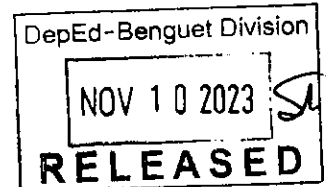


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

November 10, 2023

**DIVISION MEMORANDUM**

No. 413 s. 2023



**ANNOUNCING VACANT POSITIONS IN SDO BENGUET**

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

Herewith are lists of vacant positions which were published and posted dated November 6, 2023 to November 17, 2023 at the CSC website and other conspicuous places for information and guidance, viz:

| Item | Position                      | Plantilla Item Number       |
|------|-------------------------------|-----------------------------|
| 1    | Administrative Officer II     | OSEC-DECSB-ADOF2-90104-2023 |
| 2    | Administrative Officer II     | OSEC-DECSB-ADOF2-90105-2023 |
| 3    | Administrative Officer II     | OSEC-DECSB-ADOF2-90106-2023 |
| 4    | Administrative Officer II     | OSEC-DECSB-ADOF2-90107-2023 |
| 5    | Administrative Officer II     | OSEC-DECSB-ADOF2-90108-2023 |
| 6    | Administrative Officer II     | OSEC-DECSB-ADOF2-90109-2023 |
| 7    | Administrative Officer II     | OSEC-DECSB-ADOF2-90110-2023 |
| 8    | Administrative Officer II     | OSEC-DECSB-ADOF2-90111-2023 |
| 9    | Administrative Officer II     | OSEC-DECSB-ADOF2-90112-2023 |
| 10   | Administrative Officer II     | OSEC-DECSB-ADOF2-90113-2023 |
| 11   | Administrative Officer II     | OSEC-DECSB-ADOF2-90114-2023 |
| 12   | Administrative Officer II     | OSEC-DECSB-ADOF2-90115-2023 |
| 13   | Administrative Officer II     | OSEC-DECSB-ADOF2-90116-2023 |
| 14   | Administrative Officer II     | OSEC-DECSB-ADOF2-90117-2023 |
| 15   | Administrative Officer II     | OSEC-DECSB-ADOF2-90118-2023 |
| 16   | Administrative Officer II     | OSEC-DECSB-ADOF2-90119-2023 |
| 17   | Administrative Officer II     | OSEC-DECSB-ADOF2-90120-2023 |
| 18   | Administrative Officer II     | OSEC-DECSB-ADOF2-90121-2023 |
| 19   | Administrative Officer II     | OSEC-DECSB-ADOF2-90122-2023 |
| 20   | Administrative Officer II     | OSEC-DECSB-ADOF2-90123-2023 |
| 21   | Administrative Officer II     | OSEC-DECSB-ADOF2-90124-2023 |
| 22   | Administrative Officer II     | OSEC-DECSB-ADOF2-90125-2023 |
| 23   | Administrative Officer II     | OSEC-DECSB-ADOF2-90126-2023 |
| 24   | Administrative Officer II     | OSEC-DECSB-ADOF2-90037-2020 |
| 25   | Administrative Officer II     | OSEC-DECSB-ADOF2-90066-2021 |
| 26   | Administrative Officer II     | OSEC-DECSB-ADOF2-90566-2022 |
| 27   | Project Development Officer I | OSEC-DECSB-PDO1-90068-2023  |



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





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

|    |   |                             |
|----|---|-----------------------------|
| 28 | Project Development Officer I                       | OSEC-DECSB-PDO1-90069-2023  |
| 29 | Project Development Officer I                       | OSEC-DECSB-PDO1-90070-2023  |
| 30 | Project Development Officer I                       | OSEC-DECSB-PDO1-90071-2023  |
| 31 | Project Development Officer I                       | OSEC-DECSB-PDO1-90072-2023  |
| 32 | Project Development Officer I                       | OSEC-DECSB-PDO1-90073-2023  |
| 33 | Project Development Officer I                       | OSEC-DECSB-PDO1-90074-2023  |
| 34 | Project Development Officer I                       | OSEC-DECSB-PDO1-90075-2023  |
| 35 | Project Development Officer I                       | OSEC-DECSB-PDO1-90076-2023  |
| 36 | Project Development Officer I                       | OSEC-DECSB-PDO1-90077-2023  |
| 37 | Project Development Officer I                       | OSEC-DECSB-PDO1-90078-2023  |
| 38 | Project Development Officer I                       | OSEC-DECSB-PDO1-90079-2023  |
| 39 | Project Development Officer I                       | OSEC-DECSB-PDO1-90080-2023  |
| 40 | Project Development Officer I                       | OSEC-DECSB-PDO1-90081-2023  |
| 41 | Project Development Officer I                       | OSEC-DECSB-PDO1-90082-2023  |
| 42 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90085-2016 |
| 43 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90087-2016 |
| 44 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90089-2016 |
| 45 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90101-2016 |
| 46 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90103-2016 |
| 47 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90106-2016 |
| 48 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90111-2016 |
| 49 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90114-2016 |
| 50 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90120-2016 |
| 51 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90123-2016 |
| 52 | Administrative Assistant II (Senior High School)    | OSEC-DECSB-ADAS2-90125-2016 |
| 53 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90092-2017 |
| 54 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90093-2017 |
| 55 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90094-2017 |
| 56 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90095-2017 |
| 57 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90097-2017 |



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





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

|    |   |                             |
|----|---|-----------------------------|
| 58 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90101-2017 |
| 59 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90103-2017 |
| 60 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90104-2017 |
| 61 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-90105-2017 |
| 62 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90039-2014 |
| 63 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90053-2014 |
| 64 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90054-2014 |
| 65 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90063-2017 |
| 66 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90066-2017 |
| 67 | Administrative Assistant III (Senior Bookkeeper)    | OSEC-DECSB-ADAS3-90073-2017 |

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 November 17, 2023**, addressed to:

Sally L. Banaken-Ullalim CESO V  
Schools Division Superintendent  
Wangal, La Trinidad, Benguet.

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 Eligibility/Rating, if applicable
5. 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;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable;



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**



---

9. 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;
10. 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
11. 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

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 **November 17, 2023 until 5:00 pm.**

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). Please take note that additional documents for submission after the deadline will not be accepted/considered.

Dissemination of this Memorandum is enjoined.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent 

OSDS/personnel/ngo



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

