

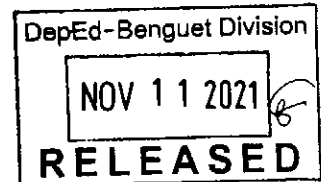


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

DIVISION MEMORANDUM NO. 453, s. 2021

TO: Chief Education Supervisors  
Public Schools District Supervisors/Coordinating Principals  
Elementary School Principals/MTs/HTs  
All others concerned

DATE: November 9, 2021



SUBJECT: **ANNOUNCING VACANT POSITIONS IN SDO BENGUET**

Herewith are various positions which were published and posted at the CSC website on November 5 – 19, 2021 and other conspicuous places for information and guidance, viz:

1. Public Schools District Supervisor - PSDS-90050-1998, SG 22
2. Public Schools District Supervisor- PSDS-90052-1998, SG 22
3. Public Schools District Supervisor – PSDS-90043-1998, SG 22
4. Medical Officer III-MDOF3-90158-2010, SG 21
5. School Principal IV-SP4-90168-2010, SG 22 (Secondary)
6. School Principal IV-SP4-90159-2010, SG 22 (Secondary)
7. School Principal III-SP3-90166-2010, SG 21 (Elementary)
8. School Principal III-SP3-90157-2010, SG 21 (Elementary)
9. School Principal I – SP1-90129-2010, SG 19 (Elementary)
10. School Principal I – SP1-90069-2010, SG 19 (Elementary)
11. School Principal I – SP1-90130-2010, SG 19 (Elementary)
12. School Principal I – SP1-90138-2010, SG 19 (Elementary)
13. School Principal I – SP1-90070-2010, SG 19 (Elementary)

**NOTE: Applicants for School Principal I must have passed the NQESH/Principal's Test**

14. Administrative Assistant II (SHS)-ADAS2-90126-2016
15. Administrative Assistant II (SHS) – ADAS2-90097-2016

**The competency profile of the PSDS which is provided by the DepEd states that the PSDS position is “responsible for providing relevant and timely service to the schools and learning centers” through:**

- The conduct of instructional supervision;
- Provision of TA in school management and curriculum implementation;

-page 1 of 3 pages-



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

**RECEIVED**

Date: 2021-11-05 Time: 9:05  
Docket/Control No. 1971-11-05-229

To: CIVIL SERVICE COMMISSION (CSC)

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

By: SUSAN CJ DAWANG  
Division HRMO  
Name, Signature & Position  
WALTER J. JERUSALEM  
Sr. Human Resource Specialist

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Public Schools District Supervisor	OSEC-DECSB-PSDS-80050- 1998	22	88415	Master's Degree in Education or other relevant Master's Degree	18 hours of relevant training	5 yrs. Cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	N/A	TBA
2	Public Schools District Supervisor	OSEC-DECSB-PSDS-80052- 1998	22	88415	Master's Degree in Education or other relevant Master's Degree	18 hours of relevant training	5 yrs. Cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	N/A	TBA
3	Public Schools District Supervisor	OSEC-DECSB-PSDS-80043- 1998	22	88415	Master's Degree in Education or other relevant Master's Degree	18 hours of relevant training	5 yrs. Cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	N/A	TBA

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 **1-6 NOV 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized,
2. Performance ratings for the last three (3) rating period/  
Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

GLORIA B. BUJA-AO  
Schools Division Superintendent  
SDO-Benguet, Wangal, La Trinidad Benguet

Vice: Roaite Deyag (Retirement: 11/2/2021)  
Joseph Paapeao (retirement: 11/10/2021)  
Molly Ablaza (retirement: 12/01/2021)

CSC Benguet Field Office  
NOV 05 2021  
Date of Publication

2

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

CIVIL SERVICE COMMISSION - CAR  
CSC FO - Benguet  
Application to be submitted to the  
CSC FO in MS Excel format

**RECEIVED**

Date: 2021-11-05 Time: 9:05  
Docket/Control No. 2021-11-05-232  
By: [Signature]

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:

SUSAN CJ DAWANG, ~~HRMO~~ Sr. Human Resource Specialist  
Division HRMO  
Date: 05-Nov-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal IV	OSEC-DECSB-SP4-00168-2010	22	68415	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 8 units of Management	40 hours of relevant training	3 years as principal	PBET/LET/RA 1080	N/A	TBA
2	School Principal IV	OSEC-DECSB-SP4-00159-2010	22	68415	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 8 units of Management	40 hours of relevant training	3 years as principal	PBET/LET/RA 1080	N/A	TBA

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 16 NOV 2021

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; duly signed and notarized.
2. Performance ratings for the last three (3) rating period/ Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

**GLORIA S. BUJA-AO**  
\_\_\_\_\_  
Schools Division Superintendent  
\_\_\_\_\_  
SDO-Benguet, Wangal, La Trinidad Benguet  
\_\_\_\_\_

Vice: Hermie Oeling (retirement: 8/1/2021)  
Wilbert Cuidano (retirement: 11/4/2021)

CSC Benguet Field Office  
NOV 05 2021  
Date of Publication

2021-11-247

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

**RECEIVED**

Date: 2021-11-05 Time: 9:05  
Checked/Control No: 2021-11-05-022  
By: [Signature]

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:

SUSAN CJ DAWANG  
Division HRMO  
WALTER J. JOSE SALEM  
Senior Resource Specialist  
Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal III	OSEC-DECSB-SP3-90166-2010	21	80801	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 8 units of management	40 hours of relevant training	2 years as principal	PBET/LET/RA 1080	N/A	TBA
2	School Principal III	OSEC-DECSB-SP3-90157-2010	21	80801	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 8 units of management	40 hours of relevant training	2 years as principal	PBET/LET/RA 1080	N/A	TBA

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 **16 NOV 2021**

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized,
- Performance ratings for the last three (3) rating period/ Certificate of Employment
- Latest Appointment/Designations duly signed
- Updated Service Record duly signed
- Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
- Certificates of trainings/seminars attended
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

**GLORIA SUYA-AO**  
Schools Division Superintendent  
SDO-Benguet, Wangal, La Trinidad Benguet

Vice: Jonathan Sadey (promoted)  
Virginia Salto-an (Promoted)

CSC Benguet Field Office  
NOV 05 2021  
Date of Publication

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:

**RECEIVED**

Date: 10/11/21 Time: 9:05  
Docket/Control No: 1001-1105-230  
By: SUSAN CJ DAWANG  
Division HRMO WALDEN S. SORIANO  
Sr. Human Resource Specialist

Date:

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	School Principal I	OSEC-DECSB-SP1-90129-2010	19	48313	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	TBA
2	School Principal I	OSEC-DECSB-SP1-90069-2010	19	48313	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	TBA
3	School Principal I	OSEC-DECSB-SP1-90130-2010	19	48313	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	TBA
4	School Principal I	OSEC-DECSB-SP1-90138-2010	19	48313	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	TBA
5	School Principal I	OSEC-DECSB-SP1-90070-2010	19	48313	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	TBA

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 **16 NOV 2021**.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized.
- Performance ratings for the last three (3) rating period/ Certificate of Employment
- Latest Appointment/Designations duly signed
- Updated Service Record duly signed
- Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
- Certificates of trainings/seminars attended
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

**GLORIA B. BUTA-AO**  
Schools Division Superintendent  
SDO-Benguet, Wangal, La Trinidad Benguet

Vice: *Luzelle Abenoc (Retirement: 11/2/2021), Nene Bengala (retirement: 11/30/2021)*  
*Gloria Carlas (retirement: 11/30/2021), Remy Dum-ao (promoted)*  
*Leonardo Bayang (retirement: 12/1/2021)*

CSC Benguet Field Office  
**NOV 05 2021**  
Date of Publication

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

**RECEIVED**

Date: 10/11/2021 Time: 1:05  
Docket/Control No. 107-11-06-232

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:

SUSAN CJ DAWANG Name, Signature & Position  
Division HRMO  
Date: 11-08-2021  
Sr. Human Resource Specialist

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DECSB-ADAS2- 90128-2016	8	18251	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	TBA
2	Administrative Assistant II	OSEC-DECSB-ADAS2- 90097-2016	8	18251	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	TBA

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 **19 NOV 2021**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized.
2. Performance ratings for the last three (3) rating period/  
Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

**GLORIA B. BUYA-AO**  
Schools Division Superintendent  
SDO-Benguet, Wangal, La Trinidad Benguet  
[personnel.sdobenguet@gmail.com](mailto:personnel.sdobenguet@gmail.com)

Vice: *Cliffone Banga-II, Gemma Basaran*

CSC Benguet Field Office  
Date of Publication  
**19 NOV 2021**  
**WALTER C. JERUSALEM**  
Sr. Human Resource Specialist



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

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

**RECEIVED**

Date: 2021-11-10 Time: 9:45  
By: [Signature]

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.

SUSAN OO DAWANG  
Division HRMO

Name, Signature & Position

Date: 09-Nov-21

No.	Position Title (Parenthetical Title, if applicable)	Plant/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Medical Officer III	OSEC-DECSB-MDOF3- 90158-2010	21	80901	Doctor of Medicine	None Required	None Required	R.A 1080 (Physician)		SDO-Main SGOD

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 **22 NOV 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); duly signed and notarized,
2. Performance ratings for the last three (3) rating period/  
Certificate of Employment
3. Latest Appointment/Designations duly signed
4. Updated Service Record duly signed
5. Certificates of Awards, Innovation, Research, Publications, and Resource Speakership
6. Certificates of trainings/seminars attended
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

**GLORIA B. BUYA-AO**  
Schools Division Superintendent  
SDO-Benguet, Wangai, La Trinidad Benguet  
[personnel.sdobenguet@gmail.com](mailto:personnel.sdobenguet@gmail.com)

Vice: *Mary Grace Matias (resigned)*

CSC Benguet Field Office  
**NOV 10 2021**  
Date of Publication