

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
Stockfarm, Wangal, La Trinidad, Benguet, 2601



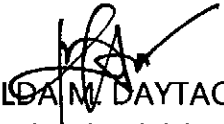
Office of the SDSTel/Fax;(074) 422-6570;Admin/Personnel 422-3790;Accounting 422-7501;Supply 424-2863;Information/OD 422-2001

Division

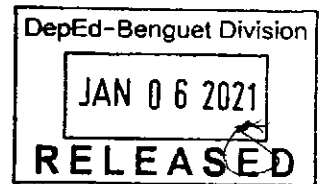
SDO Memorandum, No. 04, s. 2021

TO: All District Supervisors/Coordinating Principals  
Elementary and Secondary School Heads  
All others concerned

DATE: January 5, 2021

FROM:   
BENILDA M. DAYTACA, EdD, CESO VI  
OIC-Schools Division Superintendent

SUBJECT: ANNOUNCING VARIOUS NON-TEACHING VACANCIES IN SDO BENGUET



Herewith are lists of vacant non-teaching positions which were published and posted dated October 20, 2020 and January 4, 2021, respectively at the CSC website and other conspicuous places for information, viz:

1. Administrative Assistant III, SG 9-ADAS3-90001-2018
2. Administrative Assistant III, SG 9-ADAS3-90012-2018
3. Administrative Assistant III, SG 9-ADAS3-90049-2014
4. Administrative Assistant III, SG 9-ADAS3-90010-2014
5. Administrative Assistant III, SG 9-ADAS3-90046-2014
6. Administrative Assistant III, SG 9-ADAS3-90041-2014
7. Administrative Assistant III, SG 9-ADAS3-90071-2017
8. Administrative Assistant III, SG 9-ADAS3-90099-2014
9. Administrative Assistant III, SG 9-ADAS3-90009-2018
10. Administrative Assistant II, SG 8- ADAS2-90027-2014
11. Administrative Assistant II, SG 8-ADAS2-90096-2016
12. Administrative Assistant II, SG 8-ADAS2-90087-2016
13. Administrative Assistant II, SG 8-ADAS2-90103-2016
14. Administrative Assistant II, SG 8-ADAS2-90124-2016
15. NURSE I, SG 15, OSEC-DECSB-NUR1-90181-2010

**The competency Profile of the Administrative Assistant III position** is, but not limited to; Maintaining and safeguarding the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

**The Administrative Assistant II position** is responsible for providing relevant and timely service to the SDO, schools and other learning centers: Provision of general administrative and clerical support in the area of assignment.

**The Nurse I (formerly Nurse II)** provides health and nutrition services to the schools within the division; Assists in the implementation of the school's health and nutrition program; Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head as well as the School Governance and Operations Division at the SDO.

Interested applicants, regardless of Sex, Civil Status, Disability, Religion, Ethnicity, or Political Affiliation are requested to signify their interest in writing not later than January 15, 2021, addressed to Dr. Benilda M. Dayaca, CESO VI, OIC-Schools Division Superintendent, Wangal, La Trinidad, Benguet. The following documents are to be arranged and labeled properly, fastened in a long folder, with ear tags/tabs. **Please do not use clear book or transparent folder.**

1. Fully accomplished Personal Data Sheet (PDS), with recent passport-sized I.D., with printed name and signature (CS Form No. 212, Revised 2017) downloadable at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance Rating for the last two (2) rating periods issued by previous or current employer;
3. Latest appointment (if applicable);
4. Updated Service Records;
5. Certificates of Awards received, Innovations/Researches conducted, Publications of wide circulation, Resource Speakership;
6. Certificates of Trainings/seminars/scholarships attended;
7. Proof of eligibility/Rating;
8. Photocopy of Official Transcript of Records. Secure Certificate of Completion of Academic Requirements leading to Master's Degree/Doctoral Degree from the school/university registrar, if any

Applicants are required to prepare four (4) sets of documents: One folder containing the original copies to be brought by the applicant during the scheduled interview and three (3) folders containing photocopies which shall be submitted at the SDO Records Section on or before January 15, 2021. Additional documents being submitted after the deadline will not be considered/accepted.

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

EMPLOYMENT

NON-TEACHING

ASSESSMENT

OSDS/HRMPSB/ORAOHRA/sue