



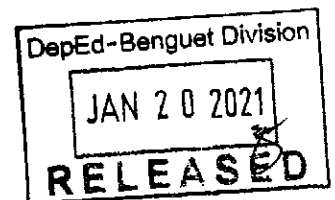
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 19, s. 2021

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

DATE: January 15, 2021

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



SUBJECT: ANNOUNCING OF VARIOUS VACANT POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated January 15, 2021 to January 25, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. Public Schools District Supervisor – PSDS-90045-1998, SG 22
2. School Principal III – SP3-90001-2018, SG 21, (Secondary Plantilla)
3. School Principal I – SP1-90152-2010, SG 19, (Secondary Plantilla)
4. School Principal I – SP1-90101-2010, SG 19, (Elementary Plantilla)
5. School Principal I – SP1-90115-2210, SG 19, (Elementary Plantilla)
6. Senior Education Program Specialist – SREPS-90009-2014, (SGOD-SMME)

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;
- Establishing a conducive physical environment for learners and school workers;
- Sustaining strong and harmonious partnerships and collaboration among stakeholders;

Following are the National Competency-Based Standards for School Head Positions:

- School Leadership;
- Instructional Leadership
- Creating a Student-Centered Learning Climate;
- Human Resource Management and Professional Development

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- Parent Involvement and Community Partnership;
- School Management and Operations; and
- Personal and Professional Attributes and Interpersonal effectiveness

NOTE: An applicant for the School Principal I position must have passed the NQESH, or NQEP, or Principals' Test.

The Job Summary of the Senior Education Program Specialist for School Management Monitoring and Evaluation (SMME) are the following:

- To provide technical support in implementing quality management systems in the schools division office, the schools learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.
- To lead districts and schools/learning centers in the implementation of an M & E system to monitor their progress.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **January 27, 2021**, addressed to Benilda M. Daytaca, EdD, CESO VI, OIC-Schools Division Superintendent, Wangal, La Trinidad, Benguet. Documents to be submitted, arranged and labeled properly with ear tabs/tags, and fastened in a long folder (NOT CLEAR BOOK) are the following:

1. Fully accomplished Personal Data Sheet (PDS), with recent passport-size I.D., with printed name and signature (CS Form 212, revised 2017) downloadable at 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 from previous or current employer;
5. Certificates of Awards received, Innovations conducted, Researches conducted, Published articles of wide circulation, Resource Speakership;
6. Certificates of Training/seminars/scholarships attended;
7. Proof of eligibility;
8. Photocopy of Official Transcript of Records. (OTR). Secure Certificate of Completion of Academic Requirements leading to Master's Degree/Doctoral Degree from the school/university registrar, if any.

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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 **January 27, 2021**. Please take note that additional documents for submission after the deadline will not be accepted/considered.

To comply with IATF protocols and guidelines, health protocols shall be adhered to by all transacting clients; wearing of face masks/shields, observing one-meter physical distancing at all times, washing and sanitizing of hands.

Dissemination of this Memorandum to the field is enjoined.

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

PROMOTION

ASSESSMENT

OFFICIALS

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