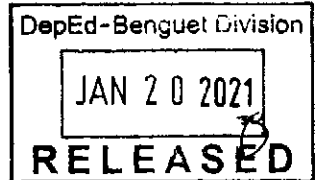




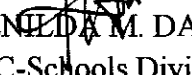
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 20, s. 2021

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



DATE: January 18, 2021

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

SUBJECT: ANNOUNCING TWO (2) VACANT ADMINISTRATIVE OFFICER III
POSITIONS AND ONE ADAS III IN SDO BENGUET

SDO Benguet announces two (2) vacant positions for Administrative Officer III and one (1) Administrative Assistant III position, 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. Administrative Officer III – ADOF3-90013-2004, SG 14
2. Administrative officer III – ADOF3-90014-2004, SG 14
3. Administrative Assistant III-ADAS3-90039-2014, SG 9

The competency profile of the Administrative Officer III position is, but are not limited to such is “responsible for performing administrative staff assignments and office management work for a departmental division particularly in assisting a higher-level administrator with the management of the agency, through:

- Assists in planning, developing, and executing operating procedures for agency or division;
- Prepares reports for such assignments as annual and periodic reports, including findings and recommendations;
- Assists in complying with laws, rules, regulations, policies and other administrative functions;
- Recommends to superior improved policies and procedures; Assures that new and revised policies and procedures are properly implemented;

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- Utilizes computer systems to provide appropriate support;
- Establishing and maintaining effective working relationships with all persons contacted during the course of work.

The competency profiles of the **Administrative Assistant III**, are: 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 in the preparation of timely and reliable reports which will aid the management in making informed decisions.

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.

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.

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Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

