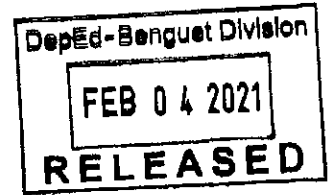




Republic of the Philippines
Department of Education
Schools Division of Benguet



DIVISION MEMORANDUM NO. 41, s. 2021

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

DATE: February 4, 2021

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

SUBJECT: ANNOUNCING ONE (1) VACANT PROJECT DEVELOPMENT
OFFICER I POSITION IN SDO BENGUET

SDO Benguet announces one (1) vacant position for Project Development Officer I position, which was published and posted dated February 2, 2021 to February 12, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. Project Development Officer I, SG 11 – OSEC-DECSB-PDO1-90009-2016

Qualification Standards:

Education: Bachelor's degree relevant to the job Training: None required
Eligibility: CS Professional/Second Level eligibility Experience: None required

The competency profile of the Project Development Officer I position is, but are not limited to such:

- Responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level;
- Responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools;
- Responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

-page 1 of 2 pages-



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

AYAMAN
Integrity Fields Accomplishment Qualities Advancement Nurture Excellence





Republic of the Philippines
Department of Education
Schools Division of Benguet

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **February 17, 2021** addressed to Dr. Benilda M. Daytaca, 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. Certificate of Employment from non-DepEd applicants;
6. Certificates of Awards received, approved Innovations conducted, approved Researches conducted, Published articles of wide circulation, Resource Speakership;
7. Certificates of Training/seminars/scholarships attended;
8. Proof of eligibility;
9. 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 **February 17, 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

OFFICERS

-page 2 of 2 pages-



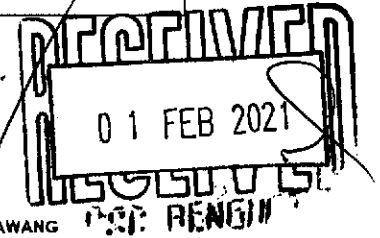
Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

AYALAN
Integrity | Diligence | Accomplishment | Modifies | Advancement | Nurture Excellence



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET

Electronic copy to be submitted at CSC FO must be in excel format



SUSAN CJ DAWANG
Division HRMO

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd CAR-Schools Division of Benguet in the CSC website:

Date:

No.	Position Title	Plan/Item No.	SG/ STEP	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Project Development Officer I	OSEC-DECSB-PDO1-90009-2016	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility		TBA

All interested and qualified applicants **regardless of sex, civil status, disability, religion, ethnicity, or political affiliation** 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

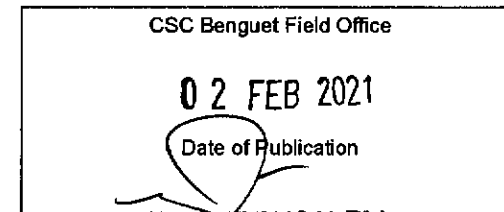
~~FEB 12 2021~~

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:

BENILDA M. DAYACA, EdD, CESO VI
OIC-Schools Division Superintendent
SDO-Benguet Wangal, La Trinidad, Benguet
personnel.sdobenguet@gmail.com



WALTER J. JERUSALEM
Senior Personnel Specialist