



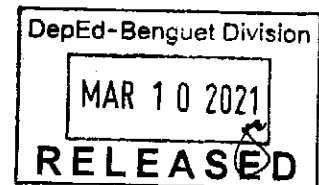
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 77, s. 2021

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

DATE: March 9, 2021

FROM:  GLORIA B. BUYA-AO
Schools Division Superintendent



SUBJECT: ANNOUNCING VARIOUS NON-TEACHING AND TEACHING-RELATED VACANT
POSITIONS IN SDO BENGUET

Herewith are lists of vacant positions which were published and posted dated March 8, 2021 to March 19, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal I – SP1-90140-2010, SG 19 - (Elem.-TBA)
2. School Principal I – SP1-90082-2010, SG 19 – (Elem.- TBA)
3. Educ. Program Specialist II – EPS2-90006-2014 – SG 16 (SGOD-HRDS)
4. NURSE I – NUR1-90172-2010, SG 15, TBA
5. Administrative Officer II (SHS), ADOF2-90005-2016, SG 11 – TBA
6. Administrative Officer II – ADOF2-90006-2019, SG 11 – OSDS-Personnel
7. Administrative Assistant III – ADAS3-90035-2014, SG 9 – TBA
8. Administrative Assistant III – ADAS3-90043-2014, SG 9 – TBA
9. Administrative Assistant III – ADAS3-90002-2018, SG 9 – TBA – OSDS-Personnel
10. Administrative Assistant II (SHS) – ADAS2-90102-2016, SG 8 – TBA
11. Administrative Assistant II (SHS) – ADAS2-90090-2016, SG 8 - TBA
12. Administrative Assistant II – ADAS2-90028-2014, SG 8 – TBA
13. Administrative Assistant I – ADAS1-90011-2014, SG 7 - OSDS- Budget
14. Administrative Aide VI- ADA6-90028-2004, SG 6 – OSDS (TBA)

Following are the 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.

The job summary of the Education Program Specialist II for Human Resource Development is to assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.

The NURSE I provides health and nutrition services to the schools within the division; Assists in the implementation of the school's health and nutrition program.

The Administrative Officer II for SHS is responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of higher authorities.

The Administrative Officer II in the SDO assists in directing the activities in the workplace. Work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contacts in promoting established programs under general supervision.

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.

The Administrative Assistant II supports accounting operations by filing documents; reconciling statements, running software programs and the

Administrative Assistant I, provides general and routine clerical support to the budget officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies and provides administrative support to the Finance Services functions.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **March 19, 2021** addressed to Madam Gloria B. Buya-ao, 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:

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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 three (3) rating periods issued by previous or current employer;
3. Latest appointment (if applicable);
4. Updated Service Records from previous or current employer;
5. Certificates/MOVs 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 **March 19, 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

RECRUITMENT

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