



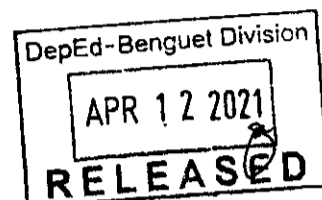
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM NO. 118, s. 2021

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

DATE: April 7, 2021

FROM:  GLORIA B. BUYA-AO
Schools Division Superintendent



SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN SDO BENGUET

SDO Benguet announces one (1) vacant position for School Principal IV, one (1) ADAS III, one (1) ADAS II (SHS) and one (1) ADAS II, which were published and posted dated March 31, 2021 to April 12, 2021 and April 7, 2021 to April 16, 2021 at the CSC website and other conspicuous places for information and guidance, viz:

1. School Principal IV – SP4-90167-2010, SG 22 (Secondary –TBA)
2. Administrative Assistant III – ADAS3-90045-2014, SG 9 (TBA)
3. Administrative Assistant II – ADAS2-90098-2016, SG 8 (TBA)
4. Administrative Assistant II (SHS) – ADAS2-90122-2016 (TBA)

The competency profile of the School Principal IV position is, but are not limited to such:

- School Leadership
- Instructional Leadership
- Creating a Student-Centered Learning Climate;
- Human Resource Management and Professional Development;
- Parent Involvement and Community Partnership;
- School Management and Operations; and
- Personal and Professional Attributes and Interpersonal Effectiveness

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The competency profile of the Administrative Assistant III position is, maintaining and safeguarding the books, records and supporting schedules of the Division Office by keeping track of accounts and verifying the accuracy 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 (SHS) position is responsible for providing relevant and timely service to the SDO, schools and other learning centers; Provision of general administrative clerical support in the area of assignment; and

The Administrative Assistant II position supports accounting operations by filing documents, reconciling statements, running software programs.

Interested applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation are advised to signify their intent in writing not later than **April 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:

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. 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.

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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 **April 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, and leaving the Office premises as soon as transaction is done.

Dissemination of this Memorandum to the field is enjoined.

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

PROMOTION

ASSESSMENT

OFFICERS

HIRING

OSDS/personnel/hrmpsb/hrmo

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