
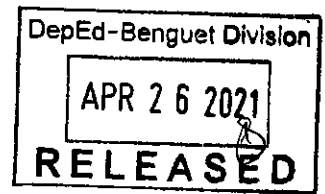
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No.- 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p>DIVISION MEMORANDUM NO. 135 s, 2021</p>			<p>Name of Office: OSDS-Personnel Section</p>

TO: Chief Education Supervisors (SGOD and CID)
Education Program Supervisors
Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary School Heads



DATE: April 23, 2021

SUBJECT: ANNOUNCING VARIOUS VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET

Herewith are lists of published and posted various positions vacated in the Schools Division of Benguet which were published and posted dated April 22- May 3, 2021 at the CSC website and other conspicuous places for information and dissemination, to wit:

1. School Principal III – SP3-90156-2010, SG 21 (Elementary) – (TBA)
2. School Principal II – SP2-90155-2010, SG 20 (Secondary) – (TBA)
3. Education Program Specialist II – EPS2-90004-2014, SG 16 – SGOD
4. Guidance Counselor II (SHS) - GUIDC2-90030-2016, SG 12 – SDO Main
5. Guidance Counselor II (SHS)– GUIDC2-90031-2016, SG 12 – TBA
6. Guidance Counselor II (SHS) – GUIDC2-90032-2016, SG 12 – TBA
7. Guidance Counselor II (SHS) – GUIDC2-90033-2016, SG 12 – TBA
8. Guidance Counselor II (SHS) – GUIDC2-90034-2016, SG 12 – TBA
9. Guidance Counselor II (SHS) – GUIDC2-90035-2016, SG 12 – TBA
10. Guidance Counselor II (SHS) – GUIDC2-90036-2016, SG 12 - TBA
11. Guidance Counselor II (SHS) – GUIDC2-90037-2016, SG 12 – TBA
12. Guidance Counselor II (SHS) – GUIDC2-90038-2016, SG 12- TBA
13. Guidance Counselor II (SHS) – GUIDC2-90039-2016, SG 12 – TBA
14. Guidance Counselor II (SHS)– GUIDC2-90040-2016, SG 12 - TBA
15. Administrative Assistant II (SHS)-ADAS2-90097-2016, SG 8 – TBA
16. Administrative Assistant II (SHS)-ADAS2-90114-2016, SG 8 - TBA

Following are the National Competency-Based Standards for School Heads:

- 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 Education Program Specialist II assists in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

The Guidance Counselor II:

- Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy;
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO;
- Deployed to a school or cluster of schools, as deemed necessary by the SDO; services of the GC to be shared by schools following a 1:500 ratio of guidance counselors to students.

Administrative Assistant II (Senior High School)

- Provision of administrative and clerical support to his/her supervisor;
- May be designated to assist either the Principal/School Head or any of the Assistant Principals;
- May be designated as property custodian;
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head

Interested applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation **should signify their interest in writing not later than May 7, 2021 addressed to Madam Gloria B. Buya-ao, Schools Division Superintendent, Wangal, La Trinidad, Benguet.** Documents needed are the following, arranged and labeled properly, fastened in a LONG FOLDER only, with ear tags NOT Clear Book/transparent folder:

1. Fully accomplished Personal Data Sheet (PDS), with recent passport size ID picture, (CS Form No. 212, Revised 2017), downloadable at www.csc.gov.ph duly signed and notarized;
2. Performance Ratings for the last three (3) rating periods;
3. Latest Appointment/Designations;
4. Updated Service Records/Certificate of Employment duly signed ;
6. Certificates of Awards, Innovations, Research, Publications, Resource Speakership attended (Attach modes of verifications);
7. Certificates of Trainings/seminars attended within 5 years-validity, reckoned from the date of publication/posting of vacancy;
8. Photocopy of certificate of eligibility and unexpired PRC License;
9. Photocopy of Official Transcript of Records (OTR)



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Applicants are requested to prepare four (4) sets of documents. Submit the three (3) sets (photocopies) at the Records Section on or **May 7, 2021** while the original copies shall be brought by the applicant during the interview, (to be announced) for verification purposes. Additional documents submitted after the deadline shall not be accepted/entertained.

To comply with IATF protocols and guidelines, health protocols shall be adhered to by all transacting clients; wearing of facemasks/shields, observing one-meter physical distancing at all time, washing and sanitizing of hands, temperature check, and leaving the Office premises at once after transaction.

Qualified applicants shall be notified on their respective interview schedules which lasts for one half day or one day to complete the procedure, hence, it is advised that they bring their own beverages and snacks.

For guidance and dissemination.

(Signature)
 GLORIA B. BUYA-AO
 Schools Division Superintendent

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

OFFICIALS

PROMOTION/DEPLOYMENT

SECOND LEVEL

CC.: - Division HRMPSB Members
 OSDS/personnel/hrmo