



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Benguet**

DepEd-Benguet Division  
 4 JAN 21 2025  
**RELEASED**

**DIVISION MEMORANDUM**

No. 28, J. 2025

To: Assistant Schools Division Superintendent  
 Chiefs of Divisions, Heads of Sections/Units  
 All Others Concerned

**HIRING OF ADMINISTRATIVE SUPPORT STAFF AT TABA-AO INTEGRATED SCHOOL UNDER CONTRACT OF SERVICE**

1. This is to inform all interested applicants of the vacant positions at the Division Office:

**VACANCY/PARTICULARS**

<b>Position Title:</b>	ADMINISTRATIVE SUPPORT STAFF	
<b>Basic Monthly Salary:</b>	P18,255.00 + 10 % premium	
<b>Place of Assignment:</b>	- TABA-AO INTEGRATED SCHOOL	
<b>QUALIFICATIONS:</b>		
<b>Education</b>	<b>Training</b>	<b>Experience</b>
At least Two-year college level	No required experience	No required training
<b>Other Requirements:</b>		
<ul style="list-style-type: none"> <li>- With excellent written and oral communication skills;</li> <li>- Work efficiently and requires minimum supervision;</li> <li>- Familiar with various office software like google docs, sheets, and forms and</li> <li>- With working knowledge on various web conferencing software such as zoom, google meet, and Microsoft teams</li> </ul>		
<b>General Job Description:</b>		
<ul style="list-style-type: none"> <li>- Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:               <ul style="list-style-type: none"> <li>A. Recruitment and selection of applicants in the school assigned</li> <li>B. Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment</li> <li>C. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ul> </li> <li>- Responsible on updating of personnel records</li> <li>- Responsible on updating employee's compensation and benefits</li> <li>- Act as Property Custodian</li> <li>- Provides Administrative support</li> <li>- Assist the School Head on Financial Management of the School</li> </ul>		

- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Provides assistance and administrative support to training and conferences as assigned.
- Coordinates preparation of documents needed in the operations of SDO.
- Ensure security of office equipment and availability of office supplies.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities and Gender Expressions (SOGIE), are highly encouraged to apply. Submit the following documents in **one copy** to the records section on or before **January 31, 2025**:


- 3.
- a. Letter of intent addressed to the Head of Office;
  - b. Duly Accomplished PDS (CSC Form 212, Revised 2017) with **Work Experience Sheet**;
  - c. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post graduate units/degrees;
  - d. Photocopy of Certificate of training/s, if applicable;
  - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

4. Qualified applicants are advised to hand in/send their applications and documents to:

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Regional Director and  
 Concurrent Officer in Charge  
 Office of the Schools Division Superintendent  
 Schools Division of Benguet  
 Wangal, La Trinidad, Benguet

5. For information and dissemination.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Regional Director and  
 Concurrent Officer in Charge  
 Office of the Schools Division Superintendent