



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

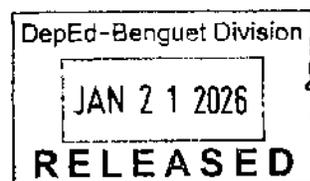
January 20, 2026

**DIVISION MEMORANDUM**

No. 28 s. 2026

**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BENGUET  
 UNDER CONTRACT OF SERVICE (COS)**

**TO:** Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors/In-charge  
 Elementary and Secondary School heads  
 All Others Concerned



- This is to inform all interested applicants of the vacant positions in the Schools Division of Benguet:

**VACANCY/PARTICULAR**

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title</b>	Accounting Assistant (Accounting Clerk) for Provident
<b>Salary</b>	Php 975.00 plus of 10% premium (Daily)
<b>Education</b>	Two years in college
<b>Training:</b>	None Required
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Place of assignment</b>	SDO Benguet-Accounting Section
<b>Duration:</b>	<b>February 2026 to June 2026</b>
<b>Job Summary</b>	Assist in the preparation of financial and accountability reports required by the Department and oversight agencies; maintenance/reconciliation of subsidiary ledger accounts and other accounting tasks Assist the SSD in disseminating announcements and other relevant information to the school level.

- Interested qualified applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to submit the following documents addressed to:



