



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

DepEd-Benguet Division

JAN 21 2025

RELEASED

**DIVISION MEMORANDUM**

No. 29, s. 2025

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

**HIRING OF ADMINISTRATIVE SUPPORT STAFFS AT THE DIVISION OFFICE  
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 STAFFS	
<b>Basic Monthly Salary:</b>	P18,255.00 + 10 % premium	
<b>Place of Assignment:</b>	- Schools Governance and Operation Division (1) - Schools Division Superintendent Office (1) - Legal Unit (1)	
<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>- Receives and routes incoming calls to or logs information and notifies the concerned party.</li><li>- Greets and entertains office visitors and responds to their needs.</li><li>- Logs concerns brought to the office and follow through on inquiries.</li><li>- Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.</li><li>- Schedules/calendars activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li></ul>		

- Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Prepares or encodes into electronic format word documents and other presentation materials.
- 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