



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

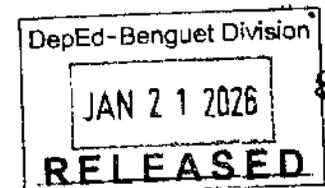
January 20, 2026

**DIVISION MEMORANDUM**

No. 29 s. 2026

**NOTICE OF VACANT POSITIONS UNDER CONTRACT OF SERVICE IN THE  
SCHOOLS DIVISION OFFICE OF BENGUET FOR VARIOUS OFFICES**

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



1. This is to inform all interested applicants of the vacant position/s in the Schools Division Office of Benguet:

**VACANCIES/PARTICULARS**

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title</b>	Administrative Support Staff under Contract of Service (CoS).
<b>Salary</b>	Php 862.00 plus 10% premium (Daily)
<b>Education</b>	Completion of two-year studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
<b>Training:</b>	None Required
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Duration:</b>	<b>February 2026 to June 2026</b>
<b>Place of assignment</b>	Office of the SGOD Chief (1) Planning Office (1) Records Unit (1) HRD Office (1)
<b>Job Summary</b>	Provide overall administrative and clerical support to the office and other office personnel in the daily operations of the office; Assist the office/unit in preparing and conducting programs, projects, and

	<p>activities; and perform other administrative and clerical assistance as may be determined by the School Head.</p> <p>*Advanced computer skills are an advantage.</p>
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2. 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:

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

- a) Letter of intent addressed to the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet,
- c) Transcript Of Records
- d) Certificate of Training (if applicable)
- e) Latest Performance Rating (if applicable)

3. Applicants are required to submit **One (1) set of documents** arranged and labeled properly with ear tabs/tag and fastened in a long folder (NOT CLEAR BOOK) following the list to the SDO Benguet records section on or before **January 28, 2026, 5:00 pm.**

4. Dissemination of this Memorandum is enjoined.



Digitally signed by  
 ESTELA P. LEON-  
 CARIÑO EdD, CESO III  
 Date: 2026.01.21  
 17:02:42 +08'00'

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