



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

DepEd-Benguet Division  
 JAN 22 2025  
 RELEASED

21 January 2024

**DIVISION MEMORANDUM**  
 No. 31 s. 2025

**NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF BENGUET**

**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/PARTICULARS**

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title/SG</b>	Education Program Specialist II , SG 16
<b>Item No.</b>	OSEC-DECSB-EPS2-90006-2014
<b>Education</b>	Bachelor's degree in Education or its Equivalent
<b>Training:</b>	4 hours relevant training
<b>Experience:</b>	2 years experience in education, research, development, implementation or other relevant experience
<b>Eligibility:</b>	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
<b>Place of assignment</b>	SGOD-HRD
<b>Job Summary</b>	The job summary of the EDUCATION PROGRAM SPECIALIST II is to assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title/SG</b>	(2) Administrative Officer II (Administrative Officer I)/SG 11
<b>Item No.</b>	OSEC-DECSB-ADOF2-90010-2024 OSEC-DECSB-ADOF2-90497-2022

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<b>Education</b>	Bachelor's degree relevant to the job
<b>Training:</b>	None Required
<b>Experience:</b>	None Required
<b>Eligibility:</b>	Career Service Professional/Second Level Eligibility
<b>Place of assignment</b>	Buguias District Kabayan District
<b>Job Summary</b>	Responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title/SG</b>	Head Teacher I (JHS)/SG 14
<b>Item No.</b>	OSEC-DECSB-HTEACH1-90081-2006
<b>Education</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
<b>Training:</b>	24 hrs of relevant training
<b>Experience:</b>	TIC for 1 year; or Teacher for 3 years
<b>Eligibility:</b>	PBET/LET/RA 1080
<b>Place of assignment</b>	Benguet NHS (English or Araling Panlipunan/Social Studies Department)
<b>Job Summary</b>	Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title/SG</b>	Head Teacher II (JHS)/SG 15
<b>Item No.</b>	OSEC-DECSB-HTEACH2-90001-2002
<b>Education</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
<b>Training:</b>	24 hrs of relevant training
<b>Experience:</b>	HT for 1 year; or Teacher for 4 years
<b>Eligibility:</b>	PBET/LET/RA 1080
<b>Place of assignment</b>	Benguet NHS
<b>Job Summary</b>	Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of

programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.
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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 2017) with Work Experience Sheet,
  - c) Photocopy of valid and updated PRC license ID; if applicable
  - d) Photocopy of Certificate of Eligibility/Certificate of Report of Rating (PRC); if applicable
  - e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
  - f) Photocopy of Certificate/s of Training,
  - g) Photocopy of updated and duly signed Service Record;
  - h) Photocopy of latest appointment;
  - i) Photocopy of Latest Performance Rating;
  - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012). This is available via link provided <https://bit.ly/omnibus-checklist> and shall be required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by RA No. 6733 and further amended by RA 10755.
  - k) Other documents as may be required by the HRMPSB for comparative assessment such as Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment. And Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item j is not relevant to the position to filled. All photocopies of documents should be authenticated.
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 through the SDO Records Section on or before **January 31, 2025, 5:00 pm.**
4. **Applicants who failed to submit complete mandatory requirements (Items a to j) on the set deadline indicated herein shall not be included in the pool of official applicants** (Refer to DepEd Order No. 7 s. 2023 and Division Memorandum 94 s. 2024- Implementation of the Internal

Guidelines on Recruitment, Selection, and Appointment in Relation to DepEd Order No. 7 s. 2023 in the Schools Division of Benguet). Additional documents for submission after the deadline will not be accepted/considered.

5. Dissemination of this Memorandum is enjoined.



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

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