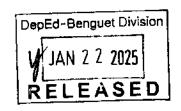


Department of Education

Schools Division of Benguet



21 January 2024

DIVISION MEMORANDUM No. 3 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

BASIC QUALIFICATION STANDARD		
Position Title/SG	Education Program Specialist II, SG 16	
Item No.	OSEC-DECSB-EPS2-90006-2014	
Education	Bachelor's degree in Education or its Equivalent	
Training:	4 hours relevant training	
Experience:	2 years experience in education, research, development, implementation or other relevant experience	
Eligibility:	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	
Place of assignment	SGOD-HRD	
Job Summary	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.	

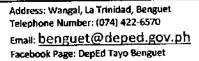
BASIC QUALIFICATION STANDARD		
Position Title/SG	(2) Administrative Officer II (Administrative Officer I)/SG 11	
Item No.	OSEC-DECSB-ADOF2-90010-2024	
	OSEC-DECSB-ADOF2-90497-2022	

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Education	Bachelor's degree relevant to the job
Training:	None Required
Experience:	None Required
Eligibility:	Career Service Professional/Second Level Eligibility
Place of	Buguias District
assignment	Kabayan District
Job Summary	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

BASIC QUALIFICATION STANDARD		
Position Title/SG	Head Teacher I (JHS)/SG 14	
Item No.	OSEC-DECSB-HTEACH1-90081-2006	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
Training:	24 hrs of relevant training	
Experience:	TIC for 1 year; or Teacher for 3 years	
Eligibility:	PBET/LET/RA 1080	
Place of	Benguet NHS (English or Araling Panlipunan/Social Studies	
assignment	Department)	
Job Summary	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.	

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

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programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

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
- 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;

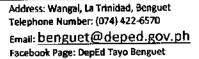
i) Photocopy of Latest Performance Rating;

- 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

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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.

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 Superintendents

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