



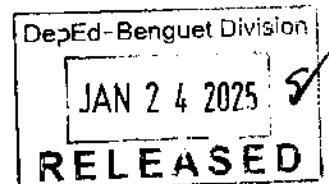
Republic of the Philippines  
**Department of Education**  
 Schools Division of Benguet

20 January 2024

**DIVISION MEMORANDUM**  
 No. 35 s. 2025

**NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF  
 BENGUET UNDER CONTRACT OF SERVICE**

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



- Relative to RM 30, s. 2025, 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</b>	<b>ADMINISTRATIVE SUPPORT STAFF</b>
<b>Salary</b>	Php 470 per day plus 12.5% premium to be given in 3 tranches
<b>Education</b>	At least Senior High School Graduate
<b>Training:</b>	None Required
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Other qualifications</b>	Able to prepare templated reports Computer literate preferably in MS Office Suite Can operate office equipment
<b>Place of assignment</b>	<b>CAMP 30 NHS/ATOK DISTRICT</b> <b>BANGET ES/ITOGON II DISTRICT</b> <b>LA TRINIDAD NHS/LA TRINIDAD DISTRICT</b> <b>NANGALISAN ES/TUBA DISTRICT</b> <b>EVELIO JAVIER MNHS/TUBA DISTRICT</b> <b>BUGUIAS NHS/BUGUIAS</b>
<b>Job Summary</b>	*Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school.

