



Republic of the Philippines
Department of Education
Schools Division of Benguet

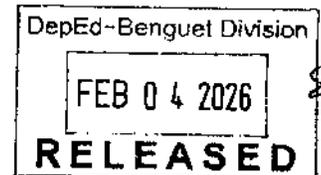
February 4, 2026

DIVISION MEMORANDUM

No. 47 s. 2026

**NOTICE OF VACANT POSITIONS UNDER CONTRACT OF SERVICE 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



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

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title	Administrative Support Staff under Contract of Service (CoS).
Salary	Php 20,000.00 per month plus 10% premium
Education	At least Junior High School graduate
Training:	None Required
Experience:	None Required
Eligibility:	None Required (Preferably with 1 st or 2 nd Level Eligibility)
Duration:	Six (6) Months
Place of assignment	LAWIGUEN ES (1) ADAOAY NHS (1) NANGALISAN ES (1) BOKOD NHS (1) BUGUIAS NHS (1) EVELIO JMNHS (1) NABALICONG SALTIN ES (1)
Job Summary	Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the

	<p>school; Assist the School Head in preparing and conducting programs, projects, and activities; and Perform other administrative and clerical assistance as may be determined by the School Head.</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) Updated and Notarized PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet,
 - c) Curriculum Vitae (CV)
 - d) Transcript Of Records
 - e) Certificate of Training (if applicable)
 - f) Birth Certificate issued by Philippine Statistics Authority (PSA)
 - g) BIR Tax Identification No. (TIN)
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 identified schools above** on or before **February 13, 2026, 5:00 pm.**
4. Dissemination of this Memorandum is enjoined.

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