

Republic of the Philippines

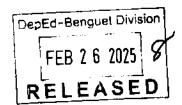
Department of Education Schools Division of Benguet

25 February 2025

DIVISION MEMORANDUM No. <u>96</u> 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	School Principal I (Elementary), SG 19	
Item No.	OSEC-DECSB-SP1-90092-2010	
Education	Bachelor's degree in education; or Bachelor's degree with 18 professional education units	
Training:	40 hours of relevant training	
Experience:	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years	
Eligibility:	PBET/LET/RA 1080	
Place of assignment	SDO-Benguet	
Job Summary	Sets, the mission, vision, goals and objectives of the school creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes, developing the education program and school improvement and others	

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Address: Wangal, La Trinidad, Benguet Telephone Number: (074) 422-6570 Email: <u>benguet@deped.gov.ph</u> Facebook Page: DepEd Tayo Benguet



BASIC QUALIFICATION STANDARD		
Position Title/SG	Administrative Officer III (Records Officer II)/SG 14	
Item No.	OSEC-DECSB-ADOF3-90013-2004	
Education	Bachelor's degree relevant to the job	
Training:	4 hours of relevant training	
Experience:	1 year of relevant experience	
Eligibility:	Career Service Professional/Second Level Eligibility	
Place of	SDO-Benguet/Personnel Section	
assignment	- Sand Lord Decitori	
Job Summary	Process Equivalent Records Form	
	Update staffing plan, Personal Services Itemization and Plantilla	
	or reisonner (PSIPO), keeps yearly copy of PSIPOP	
	Process reclassification of Master Teachers	
	Does other related works	

BASIC QUALIFICATION STANDARD	
Position Title/SG	Head Teacher I (JHS)/SG 14
Item No.	OSEC-DECSB-HTEACH1-90034-2016
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 assignment	Cabiten National School
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.

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

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- a) Letter of intent addressed to the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience

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 postgraduate units/degrees, if available

Photocopy of Certificate/s of Training; if applicable

g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable

h) Photocopy of latest appointment; if applicable

- i) Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- 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, including but not limited to:
 - Means of verification (MOVs) showing Outstanding Accomplishments, i. 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 ü. experience, if the performance rating in item i is not relevant to the position to be filled.
- Applicants are required to submit One (1) set of documents arranged and 3. 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 March 7, 2025, 5:00 pm.
- Applicants who failed to 4. 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.

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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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