



Republic of the Philippines
Department of Education
Schools Division of Benguet

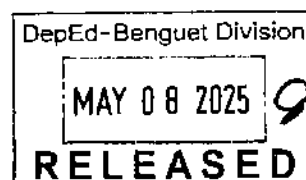
6 May 2025

DIVISION MEMORANDUM

No. RS 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



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

VACANCIES/PARTICULARS

| BASIC QUALIFICATION STANDARD | |
|-------------------------------------|--|
| Position Title/SG | (2) School Principal I (Elementary), SG 19 |
| Item No. | OSEC-DECSB-SP1-90052-2010 OSEC-DECSB-SP1-90054-2010 |
| 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 |

| 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 assignment | SDO-Benguet/Personnel Section |
| Job Summary | Update staffing plan, Updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP), keeps yearly copy of PSIPOP, Assist in personnel actions, Salary administration and personnel records. Does other related works |



| BASIC QUALIFICATION STANDARD | |
|-------------------------------------|---|
| Position Title/SG | Administrative Aide I (Utility Worker I) |
| Item No. | OSEC-DECSB-ADA1-90113-2004 |
| Education | Must be able to read and write |
| Training: | None Required |
| Experience: | None Required |
| Eligibility: | None Required |
| Place of assignment | SDO-Benguet/General Services |
| Job Summary | The Utility Worker I (Administrative Aide I) performs basic support services to ensure cleanliness, safety, and orderliness. This includes custodial tasks and simple maintenance work. The position supports the efficient delivery of educational and administrative services by maintaining a functional and hygienic environment. |

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; 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:
 - i. 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
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item i is not relevant to the position to be filled.
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 **May 19, 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 

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSO FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website.

AMEL Y. LUNGBAS
ADMINISTRATIVE OFFICER IV/HRMO-II

Date: May 06, 2025

| No. | Position Title (Parenthetical Title, if applicable) | Plandis Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|-----------------------------|------------------------|----------------|--|-------------------------------|--|--|----------------------------|---------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Officer III (Records Officer II) | OSEC-DECSB-ADOF3-90013-2004 | 14 | 37,024.00 | Bachelor's Degree relevant to the job | 4 hours relevant training | 1 year of relevant experience | Career Service Professional / Second Level Eligibility | N/A | SDO-BENGUET / Personnel Section |
| 2 | Administrative Aide I (Utility Worker I) | OSEC-DECSB-ADA1-90113-2004 | 1 | 14,061.00 | Must be able to read and write | None Required | None Required | None Required | N/A | SDO-BENGUET |
| 3 | School Principal I (Elementary) | OSEC-DECSB-SP1-90052-2010 | 19 | 56,390.00 | Bachelors degree in Elementary Education; or Bachelors degree with 18 professional education units | 40 hours of relevant training | Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years | PBET/LET/RA 1080 | N/A | SDO-BENGUET |
| 4 | School Principal I (Elementary) | OSEC-DECSB-SP1-90054-2010 | 19 | 56,390.00 | Bachelors degree in Elementary Education; or Bachelors degree with 18 professional education units | 40 hours of relevant training | Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years | PBET/LET/RA 1080 | N/A | SDO-BENGUET |

Interested and qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the vacancy exist. Applicants are advised to submit the following documents in one (1) copy, properly labeled per criterion, attach to the application letter and send to the address below not later than **MAY 19 2025**.

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/PRC Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- 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;
- 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) is available via link provided <https://bit.ly/omnibus-checklist>, sworn before a public officer authorized to administer oaths pursuant to Section 41 EO No. 292, as amended by RA No. 6733 as further amended by RA no. 10755
- Other documents as may be required by the HRMPSB for comparative assessment pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), including but not limited to:
 - Means of verification (MOV's) showing Outstanding Accomplishments, Application of Education, and 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 (i) is not relevant to the position to be filled, if applicable

APPLY ALLYSON M. LOCANO
Director II
2025

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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

via: OSSIC, NADIA GABOTONG POPENZO, RUBEN OMAMERIS COMILA, SHIRLEY MOSAWAN GAPIATO, NORMA RATIBAN

CSC Benguet Field Office

Date of Publication

MAY 06 2025