



Republic of the Philippines
Department of Education
Schools Division of Benguet

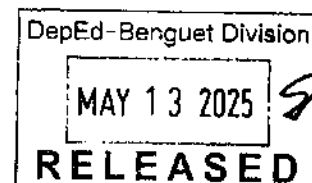
May 8, 2025

DIVISION MEMORANDUM

No. 200 s. 2025

**CALL FOR APPLICANTS: PUBLIC SCHOOLS DISTRICT IN-CHARGE FOR
BOKOD DISTRICT**

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 in the Schools Division of Benguet:

PARTICULARS

BASIC QUALIFICATION	
Position Title	Public Schools District In-Charge
Education	Master's Degree in Education or other relevant Master's Degree
Training:	16 hours of relevant training
Experience:	5 yrs. Cumulative experience in instructional supervision and school management
Eligibility:	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Place of assignment	Bokod District
Job Summary	To provide schools and learning centers in a district with relevant and timely service through: 1. the conduct of instructional supervision 2. provision of technical assistance in school management and curriculum implementation 3. establish a conducive physical environment for learners and school workers 4. sustain strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

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,
 - g) Photocopy of updated and duly signed Service Record;
 - h) Photocopy of latest appointment;
 - i) Photocopy of Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission (DepEd Order 21, s. 2024);
 - 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 **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.



Digitally signed by ESTELA P.
LEON-CARINO EdD, CESO III
Date: 2025.05.13 16:05:20
+08'00'

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