



Republic of the Philippines
Department of Education
Schools Division of Benguet

May 19, 2025

DIVISION MEMORANDUM

No. 212 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	(11) Administrative Officer II (Administrative Officer I)
Item No.	OSEC-DECSB-ADOF2-90087-2025 OSEC-DECSB-ADOF2-90089-2025 OSEC-DECSB-ADOF2-90091-2025 OSEC-DECSB-ADOF2-90088-2025 OSEC-DECSB-ADOF2-90094-2025 OSEC-DECSB-ADOF2-90096-2025 OSEC-DECSB-ADOF2-90097-2025 OSEC-DECSB-ADOF2-90095-2025 OSEC-DECSB-ADOF2-90093-2025 OSEC-DECSB-ADOF2-90090-2025 OSEC-DECSB-ADOF2-90092-2025
Education	Bachelor's degree relevant to the job
Training:	None Required
Experience:	None Required
Eligibility:	Career Service Professional / Second Level Position
Place of assignment	305130_CAMP 30 NHS 502169_MOCGAO IS 318903_TAWANGAN-LUSOD NHS

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	305147_KAPANGAN CENTRAL NHS 318904_TUBA CENTRAL NHS 318913_KAYAPA NHS 502620_SAGANDOY IS 305164_TUBLAY NATIONAL TRADE HS 305956_AMBANGEG NHS 318907_BANTIC NHS 502314_CAMANPAGUEY IS
Job Summary	This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial -related tasks in the school.

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 HRMPSE 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 **IDENTIFIED SCHOOLS** on or before **May 30, 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, DepEd Order 21, s. 2024 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: 2025.05.21 07:49:42
+08'00'

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