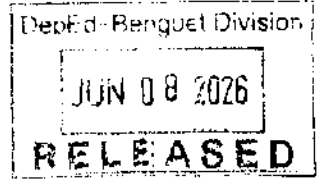




Republic of the Philippines
Department of Education
Schools Division of Benguet



June 4, 2026

DIVISION MEMORANDUM
 No. 212, s. 2026

HIRING OF ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

To: Chiefs, SGOD and CID
 Public Schools District Supervisors/Districts-in-charge
 School Heads
 All Others Concerned

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

PARTICULARS

Position Title:	Administrative Support II (Disaster Preparedness and Response Program)	
Basic Monthly Salary:	P 22,000.00 plus 20% premium	
Place of Assignment:	School Governance and Operations Division (SGOD)	
Qualifications:		
Education	Training	Experience
Completion of at least two (2) years in college; or senior high school. Graduate with relevant specialization	8 hours relevant Training	One (1) year relevant experience
Terms of Reference:		
Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures. Must be proficient in Microsoft Office Applications. Knowledge on GIS is an advantage.		

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation, gender identities, and gender expressions (SGOIE), are highly encouraged to apply. Submit the following documents in **one copy** on or before **June 11, 2026**:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, revised 2025) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as, but not limited to, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;



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