



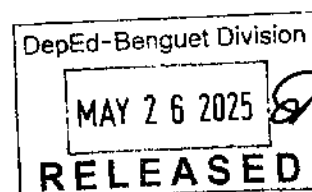
Republic of the Philippines
Department of Education
Schools Division of Benguet

May 26, 2025

DIVISION MEMORANDUM
No. 222 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	(66) Administrative Officer II (Administrative Officer I) Elementary
Item Nos.	OSEC-DECSB-ADOF2-90021-2025 OSEC-DECSB-ADOF2-90022-2025 OSEC-DECSB-ADOF2-90023-2025 OSEC-DECSB-ADOF2-90024-2025 OSEC-DECSB-ADOF2-90025-2025 OSEC-DECSB-ADOF2-90026-2025 OSEC-DECSB-ADOF2-90027-2025 OSEC-DECSB-ADOF2-90028-2025 OSEC-DECSB-ADOF2-90029-2025 OSEC-DECSB-ADOF2-90030-2025 OSEC-DECSB-ADOF2-90031-2025 OSEC-DECSB-ADOF2-90032-2025 OSEC-DECSB-ADOF2-90033-2025 OSEC-DECSB-ADOF2-90034-2025 OSEC-DECSB-ADOF2-90035-2025 OSEC-DECSB-ADOF2-90036-2025 OSEC-DECSB-ADOF2-90037-2025 OSEC-DECSB-ADOF2-90038-2025

OSEC-DECSB-ADOF2-90039-2025
 OSEC-DECSB-ADOF2-90040-2025
 OSEC-DECSB-ADOF2-90041-2025
 OSEC-DECSB-ADOF2-90042-2025
 OSEC-DECSB-ADOF2-90043-2025
 OSEC-DECSB-ADOF2-90044-2025
 OSEC-DECSB-ADOF2-90045-2025
 OSEC-DECSB-ADOF2-90046-2025
 OSEC-DECSB-ADOF2-90047-2025
 OSEC-DECSB-ADOF2-90048-2025
 OSEC-DECSB-ADOF2-90049-2025
 OSEC-DECSB-ADOF2-90050-2025
 OSEC-DECSB-ADOF2-90051-2025
 OSEC-DECSB-ADOF2-90052-2025
 OSEC-DECSB-ADOF2-90053-2025
 OSEC-DECSB-ADOF2-90054-2025
 OSEC-DECSB-ADOF2-90055-2025
 OSEC-DECSB-ADOF2-90056-2025
 OSEC-DECSB-ADOF2-90057-2025
 OSEC-DECSB-ADOF2-90058-2025
 OSEC-DECSB-ADOF2-90059-2025
 OSEC-DECSB-ADOF2-90060-2025
 OSEC-DECSB-ADOF2-90061-2025
 OSEC-DECSB-ADOF2-90062-2025
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 OSEC-DECSB-ADOF2-90065-2025
 OSEC-DECSB-ADOF2-90066-2025
 OSEC-DECSB-ADOF2-90067-2025
 OSEC-DECSB-ADOF2-90068-2025
 OSEC-DECSB-ADOF2-90069-2025
 OSEC-DECSB-ADOF2-90070-2025
 OSEC-DECSB-ADOF2-90071-2025
 OSEC-DECSB-ADOF2-90072-2025
 OSEC-DECSB-ADOF2-90073-2025
 OSEC-DECSB-ADOF2-90074-2025
 OSEC-DECSB-ADOF2-90075-2025
 OSEC-DECSB-ADOF2-90076-2025
 OSEC-DECSB-ADOF2-90077-2025
 OSEC-DECSB-ADOF2-90078-2025
 OSEC-DECSB-ADOF2-90079-2025
 OSEC-DECSB-ADOF2-90080-2025
 OSEC-DECSB-ADOF2-90081-2025
 OSEC-DECSB-ADOF2-90082-2025
 OSEC-DECSB-ADOF2-90083-2025
 OSEC-DECSB-ADOF2-90084-2025

	OSEC-DECSB-ADOF2-90085-2025 OSEC-DECSB-ADOF2-90086-2025
Education	Bachelor's degree relevant to the job
Training:	None Required
Experience:	None Required
Eligibility:	Career Service Professional / Second Level Position
Place of assignment	502619_CAGUI-ING IS to cluster BILIS ES 502170_BONENG IS 135382_CAMP 30 ES 135381_BALANSI ARENOS ES 135393_NAGUEY ES 135398_RUFINO ALAWAS ES 135372_ADOYUNAN ES 135396_SABDJAT PS to cluster INUMAN PS 135406_KETAGAN-CABATAN ES 135412_TAP-AYAO ABIYANG ES to cluster TAP-AYAO-ABIYANG ES EXT. 135425_SINACBAT ES 135436_BULO ES 135475_CABUGUIASAN ES 219515_MATSO-TOKIYAS ES to cluster BOT-OAN ES 219503_DECCAN ES to cluster ORLANI -TELITEL ES 135477_CATLUBONG-ADISTON ES 135490_PAING ES 501757_LAM-AYAN IS 135509_LUNETA ES 135503_GOLD CREEK ES 135511_PACALSO ES 135506_LABILAB ES 135527_LUSOD COMMUNITY SCHOOL 135504_BOTIC ES 135536_TINONGDAN ES 135500_MAXIMINO FIANZA LOPEZ ES 135521_FIANZA ES to cluster LAURENCIO FIANZA NHS 502175_MANGANESE IS 135534_SAYO PS 502174_ABUCOT IS 135551_DUACAN PS 135550_CHAPIDES ES 135543_JAMES CALABIAS ES 135545_BIO B. MIDOL ES 135561_BAGUIONAS BO. SCH. 135565_BOKLAOAN ES 502623_GASWILING IS

	135577_LOMON ES 135588_TAWANG BARRIO SCHOOL 135591_BADEO BO. SCH. to cluster TABLEO BO. SCH. 502831_PALINA IS 502171_LUBO IS 135599_LEGLEG BO. SCH. 135595_EWA-BOKES ES to cluster SADDLE ES 135593_BEKES ES 135620_BENGUET SPED CENTER 135614_ALNO-KADOORIE ES to cluster ALNO NHS 135633_TALINGUROY ES 135663_PACDA PS to cluster SUYOC ES 219512_LAP-ANGAN PS 135664_PACO ES 135667_SAPID ES 135726_BECDAY CHASORAS LAMSIS ES 135731_PALEW ES 135735_CIRIACO MAGNO ES 135691_GAVINO PALAOAG ES to cluster TWIN PEAKS NHS 135692_GILBERT SEMON ES 135688_CAMP 3 ES 135685_ANDOLOR ES 135704_PARAN LARUAN ES to cluster KLONDYKES ES 135675_EBBES ES 135678_MATING MANG-OSAN ES 135679_PALALI ES 135681_SABLAN CS 219527_SUMAKEY MULTI-GRADE SCHOOL 135682_TALETE MG SCHOOL
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

- Letter of intent addressed to 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

- 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 **District Offices** of the identified schools:

For all districts except Bakun: on or before June 3, 2025, at 5:00 PM

For Bakun District: on or before June 4, 2025, at 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.

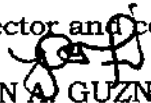
ESTELA P. LEON-CARIÑO EdD, CESO III

Regional Director and

concurrent Officer-in-Charge

Office of the Schools Division Superintendent

For the Regional Director and concurrent OIC SDS:


RIZALYN A. GUZNIAN

Chief Education Supervisor

May 26, 2025

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