



Republic of the Philippines
Department of Education
Schools Division of Benguet

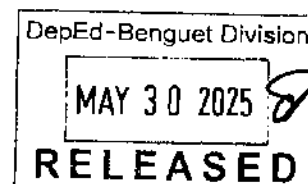
28 May 2025

DIVISION MEMORANDUM

No. 234 s. 2025

**NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF
BENGUET**

TO: All Interested Applicants
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 | Chief Education Supervisor (Curriculum Implementation Division) |
| Item No. | OSEC-DECSB-CES-90011-2014 |
| Education | Master's degree in Education or other relevant Master's degree |
| Training: | 24 hours of training in management and supervision |
| Experience: | 4 years relevant experience involving management and supervision |
| Eligibility: | RA 1080 (Teacher) |
| Place of assignment | SDO Benguet - CID |
| Job Summary | <ul style="list-style-type: none">• To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources. |

| | |
|--|--|
| | <ul style="list-style-type: none"> To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management. |
|--|--|

| BASIC QUALIFICATION STANDARD | |
|-------------------------------------|---|
| Position Title/SG | Administrative Assistant III (Secretary) |
| Item No. | OSEC-DECSB-ADAS3-90001-2018 |
| Education | Completion of two-year studies in college |
| Training: | 4 hrs relevant training |
| Experience: | 1 year relevant experience |
| Eligibility: | Career Service Sub-Professional/First Level Eligibility |
| Place of assignment | SDO Benguet – Personnel Section |
| Job Summary | <ul style="list-style-type: none"> This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations. |

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.

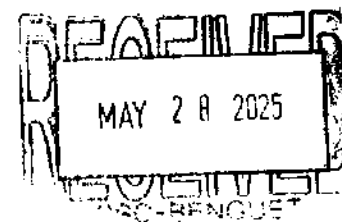
- k) Other documents as may be required by the HRMPSEB for comparative assessment such as Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment. And Photocopy of the Performance 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 **June 9, 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: 2025.05.30 14:51:01
+08'00'

ESTELA P. LEON-CARINO 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 CSC PO must be in HR Equal 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:

Date: 28-May-25

MR. W. J. JERUSALEM
ADMINISTRATIVE OFFICER IV/HRMO II

| No. | Position Title (Parenthetical Title, if applicable) | Position Item No. | Salary/Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|-----------------------------|-----------------------|----------------|--|--|---|---|----------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Chief Education Supervisor | OSEC-DECSB-CES-90011-2014 | 24 | 98,185.00 | Masters degree in Education or other relevant Masters degree | 24 hours of training in management and supervision | 4 years of relevant experience involving management and supervision | RA 1080 (Teacher) | N/A | Curriculum Implementation Division |
| 2 | Administrative Assistant III (Secretary) | OSEC-DECSB-ADAS3-90001-2018 | 9 | 23,226.00 | Completion of two-year studies in college | 4 hours relevant training | 1 year relevant experience | Career Service Sub-professional / First Level Eligibility | N/A | Office of the Schools Division Superintendent / Personnel Section |

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 JUN 09 2025

- Letter of Intent addressed to the Head of Office, or to the Highest human resource officer designated by the Head of Office;
- Duty 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. 8733 as further amended by RA no. 10755
- Other documents as may be required by the HRMPSSB 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 (MOVs) 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

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-CARIÑO EdD, CESO III
Regional Director and concurrent Officer-in-Charge
Office of the Schools Division Superintendent
Schools Division of Benguet, Wangal, La Trinidad, Benguet

Via: GUZMAN, RIZALYN ARIAN, OCAMPO, SHIELA MARIE LUMBAS.

