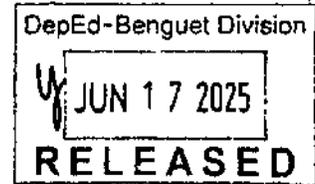




Republic of the Philippines
Department of Education
 Schools Division of Benguet

June 16, 2025



DIVISION MEMORANDUM

No. 257 s. 2025

**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BENGUET
 FOR SCHOOL SPORTS DIVISION PROGRAM
 UNDER CONTRACT OF SERVICE (COS)**

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:

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title	TECHNICAL ASSISTANT I
Salary	Php 28,000.00 plus 10% premium
Education	Holds a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
Training:	Completion of at least eight (8) hours of relevant training;
Experience:	Possess a maximum of six (6) months of relevant work experience; Experience in Sports and PE, particularly teaching and coaching Sports is a plus factor;
Eligibility:	None Required
Place of assignment	SGOD-Sports
Job Summary	<ol style="list-style-type: none"> 1. Facilitate the implementation of School Division Programs and projects in the School 2. Division Office, and monitor their execution at the school level. 3. Facilitate the collection and consolidation of SSD reports/data from Schools. 4. Draft memoranda, endorsements, and other similar communications to SSD.

	<ol style="list-style-type: none"> 5. Assist the Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level. 6. Assist the SSD in disseminating announcements and other relevant information to the school level. 7. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership. 8. Prepare the list of schools that are in need of technical assistance such as capacity building for sports skills and the likes to be submitted to the Central Office. 9. All other concern officials may give assignment to the COS personnel through his/her immediate supervisor.
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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) Curriculum Vitae (CV);
Photocopy of Certificate of Eligibility/Certificate of Report of Rating (PRC); if applicable
 - d) 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
 - e) 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 **June 25, 2025 5:00 pm.**
 4. Dissemination of this Memorandum is enjoined.



Digitally signed by ESTELA
P. LEON-CARIÑO EdD,
CESO III
Date: 2025.06.17 14:25:24
+08'00'

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