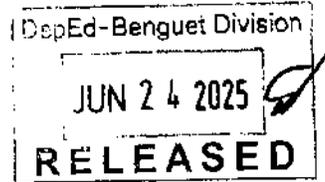




Republic of the Philippines
Department of Education
Schools Division of Benguet

June 20, 2025

DIVISION MEMORANDUM
 No. 291 s. 2025



**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BENGUET
 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/PARTICULAR

BASIC QUALIFICATION STANDARD	
Position Title	Accounting Assistant (Accounting Clerk) for Provident
Salary	Php 21,906.00 inclusive of 20% premium (Monthly)
Education	Two years in college
Training:	None Required
Experience:	None Required
Eligibility:	None Required
Place of assignment	SDO Benguet-Accounting
Job Summary	Assist in the preparation of financial and accountability reports required by the Department and oversight agencies; maintenance/reconciliation of subsidiary ledger accounts and other accounting tasks Assist the SSD in disseminating announcements and other relevant information to the school level.

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 E4D, 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 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 26, 2025 5:00 pm.**
4. Dissemination of this Memorandum is enjoined.

ESTELA P. LEON-CARIÑO E4D, CESO III
Regional Director and
concurrent Officer-in-Charge
Office of the Schools Division Superintendent

For the SDS:


SAMUEL T. EGSAEN JR. E4D, CESO VI
Assistant Schools Division Superintendent

OSDS/COS Provident/MMR



Republic of the Philippines
Department of Education
Schools Division of Benguet

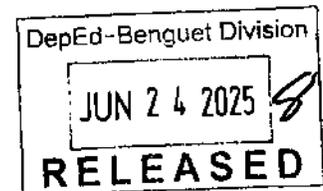
June 20, 2025

DIVISION MEMORANDUM

No. 242 s. 2025

**NOTICE OF VACANT POSITION UNDER CONTRACT OF SERVICE 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 position in the Schools Division of Benguet:

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title	Administrative Support Staff under Contract of Service (CoS).
Salary	470 per day plus 12.5% premium
Education	At least Senior High School graduate
Training:	None Required
Experience:	None Required
Eligibility:	None Required
Place of assignment	Kamora NHS
Job Summary	Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school; Assist the School Head in preparing and conducting programs, projects, and activities; and Perform other administrative and clerical assistance as may be determined by the School Head.

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)
- d) Transcript Of Records
- e) Certificate of Training (if applicable)
- f) Birth Certificate issued by Philippine Statistics Authority (PSA)
- g) BIR Tax Identification No. (TIN)

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 to **Kamora NHS** on or before **June 26, 2025, 5:00 pm.**

4. 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 SDS:


SAMUEL T. EGSAEN JR., EdD, CESO VI
Assistant Schools Division Superintendent