



Republic of the Philippines
Department of Education
 Schools Division of Benguet

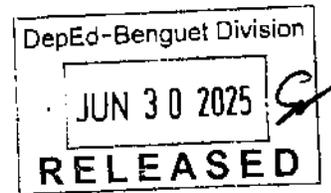


June 26, 2025

DIVISION MEMORANDUM
 No. 269 s. 2025

**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BENGUET
 UNDER CONTRACT OF SERVICE**

TO: Chief Education Supervisors, CID and SGOD
 Public Schools District Supervisors/In-charge
 Elementary and Secondary School heads
 All Others Concerned



- This is to inform all interested applicants of the vacant positions in the Schools Division of Benguet:

VACANCY/PARTICULAR

BASIC QUALIFICATION STANDARD	
Position Title	Administrative Support Staff
Salary	Php 18,255.00 plus 10% premium
Education	At least two-year college level
Training:	None Required
Experience:	None Required
Eligibility:	None Required
Place of assignment	Taba-ao Integrated School, Taba-ao, Kapangan, Benguet
Job Summary	Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school. Perform other administrative and clerical assistance as may be determined by the School Head.

- 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 Latest Performance Rating;
 - 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 SDO Records Section on or before **July 4, 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-CARIÑO EdD, CESO III
Date: 2025.06.27 10:28:40
+08'00'

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

Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-2025-

TO : Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM : 
PETER IRVING C. CORVERA
Undersecretary, Office of the Secretary

SUBJECT : **33RD ASIA-PACIFIC REGIONAL SCOUT JAMBOREE HOSTED BY THE BOY SCOUTS OF THE PHILIPPINES**

DATE : 17 JUNE 2024

1. The Boy Scouts of the Philippines (BSP) will host the **33rd Asia-Pacific Regional Scout Jamboree** ("APR Jamboree") with the theme: "*Be Prepared: Scouts for Peace and Sustainable Development*" at Camp Kainomayan, Botolan, Zambales from December 14-21, 2025.
2. The APR Jamboree aims to achieve the following objectives:
 - a. promote the highest quality of Scouting, one that is faithful to the mission, principles, and method of Scouting and adapted to the needs and aspirations of young people;
 - b. undertake high-adventure activities, including community service projects related to the current thrusts of World Scouting (Environment Education, Peace Education, and Development Education) through the different World Programme, under the Better World Framework;
 - c. conduct projects, programs, and activities that will cater to the fulfillment of the requirements of selected merit badges and scout ranks under the advancement scheme;
 - d. keep participants abreast with the prevailing issues about the environment, human rights, health, education, culture, and science and technology through Global Development Village, City of Science, and Crossroads of Cultures, among others.

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Republic of the Philippines
Department of Education
Schools Division of Benguet

June 24, 2025

TO: Curriculum Implementation Division
PSDSs/PSDIs
School Heads
All others concerned

For information and immediate dissemination.


Digitally signed by
ESTELA P. LEON-
CARIÑO EdD, CESO III
Date: 2025.06.27
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ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-charge
Office of the Schools Division Superintendent

DepEd - Benguet Division
JUN 30 2025
RELEASED

3. The target participants of the APR Jamboree are Senior Scouts between the age 12 to 17 as well as their Scout Leaders, and other DepEd officials who are involved in Scouting activities.
4. A non-refundable but transferable Jamboree Fee of One Thousand Pesos (Php1,000.00) will cover the cost of program and activities materials, souvenir items, and administrative costs. This must be paid directly through the local council to ensure the acceptance of the application.
5. The concerned DepEd officials and teachers are to attend this event **on official business**. The Jamboree fee, travel, and other incidental expenses to be incurred shall be charged to local funds, subject to its availability, and the usual accounting and auditing rules and regulations.
6. The regional directors, schools division superintendents, and school heads are encouraged to send their participants to this international scouting event.
7. Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and the policy on off-campus activities stated in DO 66, s. 2017.
8. For more information, please contact
Mr. Kim Robert C. De Leon
Director IV (Secretary General)
Overall Coordinator
Boy Scouts of the Philippines - National Office
Telephone Numbers: (02) 8527-8317 to 19
Email Addresses: kimrobertdeleon@scouts.gov.ph and
33rdAPR.Jamboree@scouts.gov.ph
Facebook Page: <https://www.facebook.com/33APRScoutJamboree>
Website: scouts.gov.ph/33aprijamboree
9. Immediate dissemination of this Memorandum is desired.