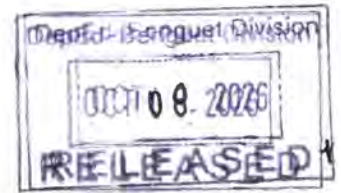




Republic of the Philippines
Department of Education
Schools Division of Benguet



07 October 2026

DIVISION MEMORANDUM

No. 422 s. 2026

**NOTICE OF VACANT POSITIONS FOR INCLUSIVE LEARNING RESOURCE
CENTERS (ILRC) IN THE SCHOOLS
DIVISION OF BENGUET**

TO: OIC-Assistant Schools Division Superintendent
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 qualified and interested applicants of the vacant positions for ILRC in the Schools Division of Benguet.

2. Interested qualified applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to submit their documents addressed to:

CARMEL F. MERIS

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

3. The basic qualifications/ CSC publication, documentary requirements and job summary are provided in Enclosure No. 1.

4. Applicants are required to submit one **(1) set of application documents**, properly arranged, labeled with ear tabs/tags, and fastened in a long folder (not a clear book), following the prescribed order of the documentary requirements, to the **Records Section, Schools Division of Benguet, on or before October 19, 2026, at 5:00 p.m.** Applications received beyond the deadline or with incomplete documentary requirements shall not be accepted.

5. **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 DepEd Order 21 s. 2024). Additional documents for submission after the deadline will not be accepted/considered.

6. Wide dissemination of this Memorandum is enjoined.

CARMEL F. MERIS

OIC-Schools Division Superintendent

For the OIC-SDS

sgd

NOVER KEITHLEY S. MENTE

OIC-ASDS



**Job Summary of the Newly Created Positions
under the Inclusive Learning Resource Centers (ILRC)**

Position /SG	Job Summary
Senior Education Program Specialist (SEPS) / SG 19	The Senior Education Program Specialist serves as the ILRC Supervisor and is responsible for supervising and monitoring the implementation of ILRC programs, multidisciplinary interventions, and support services for learners with disabilities within the Schools Division Office. The position supervises the implementation of inclusive education systems and ILRC operations through the implementation of the Child Find System, management of referral and support service networks, oversight of multidisciplinary assessment and IEP processes, supervision of technical assistance and capacity-building programs, promotion of research and program innovations, and oversight of transition support services, ensuring that learners with disabilities receive appropriate educational, support, and related services in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and applicable DepEd policies and standards.
Education Program Specialist II/ SG 16 <i>(FSL Specialist, Braille Specialist, Reading Specialist)</i>	The Filipino Sign Language (FSL) Specialist provides specialized technical expertise and support in Filipino Sign Language (FSL), accessible communication, and inclusive educational services for deaf and hard-of-hearing learners served by the Inclusive Learning Resource Center (ILRC). The position supports Child Find implementation, multidisciplinary assessment, IEP processes, referral services, technical assistance, capacity-building, resource development, and transition support, and works with schools, families, partner agencies, and other stakeholders to promote communication access and meaningful participation in inclusive education in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and relevant DepEd policies. Or The Reading Specialist provides specialized technical support in literacy assessment, reading intervention, and accessible literacy instruction for learners with disabilities. The position supports Child Find activities, multidisciplinary assessment, IEP implementation, referral services, technical assistance, capacity-building, and resource development, while assisting schools and teachers in improving literacy

	outcomes and promoting effective participation of learners in inclusive education. Or The Braille Specialist provides specialized technical expertise in Braille literacy, accessible learning resources, assistive technologies, and learning accessibility services for learners with visual disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research and innovation initiatives, and transition planning activities. It likewise supports schools and teachers in developing and utilizing accessible learning resources and instructional strategies that promote independent learning, educational participation, and successful inclusion of learners with visual disabilities.
Occupational Therapist II/ SG 15	The Occupational Therapist II provides specialized technical support in occupational therapy, functional assessment, adaptive interventions, and accessibility services for learners with disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research initiatives, and transition support, while assisting schools, families, and other stakeholders in promoting learner participation, functional independence, and meaningful access to inclusive education and related services.
Physical Therapist II/ SG 15	The Physical Therapist II provides specialized technical expertise and support in physical therapy, functional mobility, positioning, accessibility, and participation services for learners with disabilities served by the Inclusive Learning Resource Center (ILRC). The position supports the implementation of inclusive education through participation in Child Find activities, multidisciplinary assessment, Individualized Education Plan (IEP) processes, referral services, technical assistance, capacity-building, and transition support. The position collaborates with schools, families, partner agencies, and other stakeholders to promote mobility, physical function, accessibility, participation, and meaningful engagement of learners with disabilities in education and community life.

DOCUMENTARY REQUIREMENTS

- a) Letter of intent addressed to the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2026) 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) For positions requiring Performance Rating a 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://tinyurl.com/OmnibusAnnexC-DO7> 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.

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

OCT 07 2026
CSC-BENGUET
ADMINIST

MEL W. ALINGBAS
ADMINISTRATIVE OFFICER IV/HRAO II

Wednesday, October 7, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Education Program Specialist	OSBC-DECSB-SREPS-90002-2026	19	\$9,153.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours relevant training	2 years experience in education research, development, implementation, or other relevant experience	RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	Schools Division Office of Benguet
2	Education Program Specialist II	OSBC-DECSB-EPS2-90003-2026	16	\$45,694.00	Bachelors degree in Education or its Equivalent	4 hours relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	Schools Division Office of Benguet
3	Occupational Therapist II	OSBC-DECSB-OT2-90005-2026	15	\$42,178.00	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Schools Division Office of Benguet
4	Physical Therapist II	OSBC-DECSB-PTT2-90004-2026	15	\$42,178.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Schools Division Office of Benguet

CARMEL F. MERIS

Assistant Schools Division Superintendent
Officer -In-Charge
Office of the Schools Division Superintendent

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WALTER J. JERUSALEM
Sr Human Resource Specialist

OCT 07 2026

Date of Publication