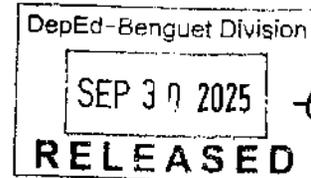




Republic of the Philippines
Department of Education
Schools Division of Benguet

September 26, 2025



DIVISION MEMORANDUM

No. 426 s. 2025

**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BENGUET
FOR SGOD-HRDD 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 20,000.00 with 10% premium

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 2025) 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 **October 3, 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
