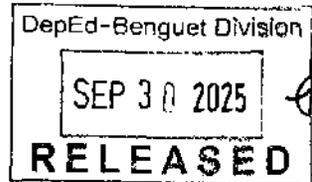




Republic of the Philippines
Department of Education
 Schools Division of Benguet

September 26, 2025



DIVISION MEMORANDUM

No. 431 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

1. This is to inform all interested applicants of the vacant position/s in the Schools Division of Benguet:

VACANCY/PARTICULAR

| BASIC QUALIFICATION STANDARD | |
|-------------------------------------|---|
| Position Title | Administrative Support Staff |
| Salary | Php 18,255.00 inclusive of 10% premium |
| Education | At least two-year college level |
| Training: | None Required |
| Experience: | None Required |
| Eligibility: | None Required |
| Duration: | October 2025 to December 2025 |
| Place of assignment | Pakawan Elementary School, Cuba, 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. |

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 2025) with Work Experience Sheet,
 - c) Photocopy of Certificate/s of Training,
 - d) Photocopy of Transcript of Records
 - 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 to **Pakawan Elementary School** 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