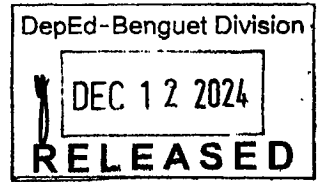




Republic of the Philippines
Department of Education
 Schools Division of Benguet



11 December 2024

DIVISION MEMORANDUM

No. 481 s. 2024

ANNOUNCING VACANCY FOR ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II) 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 announce the vacancy for Administrative Officer IV (Human Resource Management Officer II) position, which was published and posted dated December 10, 2024 to December 20, 2024 at the CSC website and other conspicuous places, to wit:

BASIC QUALIFICATION STANDARD	
Education	Bachelors' degree relevant to the job
Training:	4 hours relevant training
Experience:	1-year relevant experience
Eligibility:	Career Service Professional/Second Level Eligibility

2. The job summary of the Administrative Officer IV (Human Resource Management Officer II) is to provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in the personnel administration of government oversight agencies (CSC, DBM, COA, etc.)

3. 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





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- 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 notarized by authorized official;
 - 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.
4. 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 **December 20, 2024, 5:00 pm**.
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 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.
6. 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