



Republic of the Philippines
Department of Education
Schools Division of Benguet

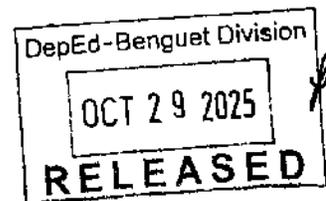
Oct. 28, 2025

DIVISION MEMORANDUM

No. 507 s. 2025

**NOTICE OF VACANT POSITION UNDER CONTRACT OF SERVICE 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 inform all interested applicants of the vacant position in the Schools Division of Benguet:

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title	Administrative Support Staff under Contract of Service (CoS).
Salary	470 per day plus 12.5% premium
Education	At least Senior High School graduate
Training:	None Required
Experience:	None Required
Eligibility:	None Required
Duration:	November 2025 to December 2025
Place of assignment	Tabio NHS (1) Ligay ES (1) Franklin Guy Haight NHS (1) Adaoay NHS (1) Gumatdang IS (1) Cabacab NHS (1) Batangan ES (1) Ampusongan ES (1)

Job Summary	Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school; Assist the School Head in preparing and conducting programs, projects, and activities; and Perform other administrative and clerical assistance as may be determined by the School Head.
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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) Curriculum Vitae (CV)
 - d) Transcript Of Records
 - e) Certificate of Training (if applicable)
 - f) Birth Certificate issued by Philippine Statistics Authority (PSA)
 - g) BIR Tax Identification No. (TIN)
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 the identified schools above on or before **November 4, 2025, 5:00 pm.**
4. Dissemination of this Memorandum is enjoined.



Digitally signed by
ESTELA P. LEON-
CARIÑO EdD, CESO III
Date: 2025.10.29
11:19:24 +08'00'

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

