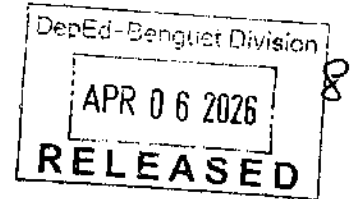




Republic of the Philippines
Department of Education
Schools Division of Benguet

April 6, 2026

DIVISION MEMORANDUM
 No. 122 s. 2026



**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/s in the Schools Division of Benguet:

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title	Administrative Support Staff under Contract of Service (CoS).
Salary	Php 20,000.00 per month plus 10% premium
Education	At least Junior High School graduate
Training:	None Required
Experience:	None Required
Eligibility:	None Required
Duration:	Four (4) Months
Place of assignment	ALEJO M. PACALSO MNHS (ITOGON) (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.

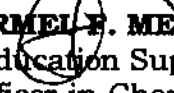
2. Interested qualified applicants, regardless of sex, civil status, disability, religion, ethnicity, or political affiliation (Equal Employment Opportunity Principle-EEOP) are encouraged to submit the following documents addressed to:

CARMEL F. MERIS
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

- a) Letter of intent addressed to the Head of Office;
- b) Updated and Notarized 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 school above** on or before **April 15, 2026, 5:00 pm.**

4. Dissemination of this Memorandum is enjoined.


CARMEL F. MERIS
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent