



Republic of the Philippines
Department of Education
Schools Division of Benguet

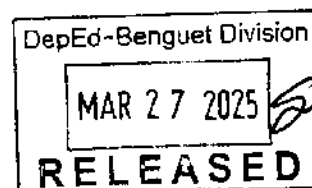
25 March 2025

DIVISION MEMORANDUM

No. 142 s. 2025

NOTICE OF VACANT POSITION 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 positions in the Schools Division of Benguet:

VACANCY/PARTICULARS

BASIC QUALIFICATION STANDARD	
Position Title/SG	Education Program Specialist II , SG 16
Item No.	OSEC-DECSB-EPS2-90006-2014
Education	Bachelor's degree in Education or its Equivalent
Training:	4 hours relevant training
Experience:	2 years experience in education, research, development, implementation or other relevant experience
Eligibility:	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Place of assignment	SGOD-HRD
Job Summary	The job summary of the EDUCATION PROGRAM SPECIALIST II is to assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.



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 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 Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission (DepEd Order 21, s. 2024);
 - 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 required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by RA No. 6733 and further amended by RA 10755.
 - 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.
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 **April 4, 2025, 5:00 pm**.
4. **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

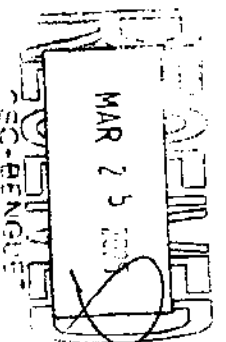
documents for submission after the deadline will not be accepted/considered.

5. 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 

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CDO website:



MR. WALTER J. JERUSALEM
ADMINISTRATIVE OFFICER IV/ARMO I

Date:

24 Mar 25

No.	Position Title (parenthetical Title, if applicable)	Position Item No.	Salary Job Pay Grade	Monthly Salary	Qualification Requirements				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Education Program Specialist II	0SEC-DECSB-EP92-90006-2014	16	43,560.00	Bachelor's degree in Education or its Equivalent	4 hours relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	SDO-BENGUET (School Governance and Operations Division)

Interested and qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the vacancy exist. Applicants are advised to submit the following documents in one (1) copy, properly labeled per criterion, attach to the application letter and send to the address below not later than APR 04 2025

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duty accomplished PDG (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/PRC Rating, if applicable;
- Photocopy of school/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate undertakings, if available;
- Photocopy of Certificate of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/last position prior to the deadline of submission, if applicable;
- 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) is available via link provided <https://itl.dppn.doe.gov.ph>
- Other documents as may be required by the HRMPSB for comparative assessment pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), including but not limited to:
 - Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development sections 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 (i) is not relevant to the position to be filled, if applicable

QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to:

ESTELA P. LARON-CARINO EDD, CSO II
Regional Director and concurrent Officer-in-Charge
Office of the Schools Division Superintendent
Benguet Division of Benguet, Marikina, La Trinidad, Benguet
www.laronsen.dea.gov.ph

2025-03-060

