



Republic of the Philippines
Department of Education
Schools Division of Benguet

27 April 2026

DIVISION MEMORANDUM

No. 142, s. 2026

HIRING OF ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

To: Chiefs, SGOD and CID
 Public Schools District Supervisors/Districts-in-charge
 School Heads
 All Others Concerned

DepEd-Benguet Division
 APR 28 2026
RELEASED

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

PARTICULARS

Position Title:	Administrative Support II (Disaster Preparedness and Response Program)	
Basic Monthly Salary:	P 20,000.00 plus P 2,000.00 premium	
Place of Assignment:	School Governance and Operations Division (SGOD)	
Qualifications:		
Education	Training	Experience
Completion of at least two (2) years in college; or senior high school. Graduate with relevant specialization	8 hours relevant Training	One (1) year relevant experience
Terms of Reference:		
Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures. Must be proficient in Microsoft Office Applications. Knowledge on GIS is an advantage.		

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation, gender identities, and gender expressions (SGOIE), are highly encouraged to apply. Submit the following documents in **one copy** on or before **May 4, 2026**:

- 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/Ratings;
- e. Photocopy of scholastic/academic records such as, but not limited to, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;



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- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is applicable;
- g. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Qualified applicants are advised to submit their applications and documents to the SDO Benguet Records Section, addressed to:

CARMEL F. MERIS
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent
DepEd – SDO Benguet, Wangal, La Trinidad, Benguet

4. For information and dissemination.

CARMEL F. MERIS
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent