



Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division

4 APR 07 2025
RELEASED

April 7, 2025

MEMORANDUM

No: 152 s.2025

**SUBMISSION OF APPLICATION DOCUMENTS FOR SCHOOL HEADS/TEACHER
IN CHARGE (ELEMENTARY AND SECONDARY) IN THE SCHOOLS DIVISION
OFFICE OF BENGUET**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Secondary and Elementary School Heads
Head Teachers and Teacher-in-Charge
All Others Concerned

1. This Office invites all National Qualifying Examination for School Heads (NQESH) passers and other interested teachers to submit their application documents for the Teacher-in-Charge (Elementary and Secondary) positions for SY 2025-2026.

BASIC QUALIFICATION STANDARD		
	ELEMENTARY	SECONDARY
EDUCATION	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units
TRAINING	40 hours of relevant training	40 hours of relevant training
EXPERIENCE	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
ELIGIBILITY	PBET/LET/RA 1080	PBET/LET/RA 1080

2. Interested 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



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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- a. Letter of intent addressed to the Head of Office containing the following;
 - i. Statement of purpose/ expression of interest; and
 - ii. School you intend to handle
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet,
 - c. Photocopy of Voter's ID and/or Proof of residency;
 - d. Photocopy of valid and updated PRC license ID;
 - e. Photocopy of Certificate of Report of Rating (PRC);
 - f. 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.
 - g. Photocopy of Certificate/s of Training,
 - h. Photocopy of updated and duly signed Service Record;
 - i. Photocopy of latest appointment;
 - j. Photocopy of Latest Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to date of submission.
 - k. 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;
 - l. Photocopy of the Certificate of Rating (COR) or a copy of the DepEd Memorandum or issuance on the result of the National Qualifying Examination for School Heads (NQESH) or Principal's Test bearing the name of the applicant, and
 - m. 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 applicants score in the National Qualifying Examination for School Heads (NQESH).
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 21, 2025, 12:00 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. 20 s. 2024, DepEd order 7 s.2023, and Division Memorandum 94 s. 2024- Implementation of the Internal



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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



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