



Republic of the Philippines
Department of Education
Schools Division of Benguet

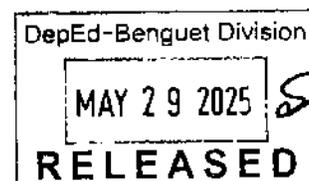
May 29, 2025

DIVISION MEMORANDUM

No. 230 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	Driver (COS)
Salary	Php 884.00 per day plus 20% premium
Education	Elementary School Graduate
Training:	None Required
Experience:	None Required
Eligibility:	Driver License (MC 11, s. 96-Cat.II)
Place of assignment	Schools Division Office of Benguet
Job Summary	This position is responsible for performing driving tasks to SDO Benguet personnel to ensure safe travel at all times. It also includes the routine care and maintenance of the motor vehicle resulting to road worthiness.

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) Driver's License
 - d) Transcript Of Records
 - e) Certificate of Training (if applicable)
 - f) Photocopy of updated and duly signed Service Record; if applicable
 - g) 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 if applicable.
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 **SDO Benguet Records Unit** on or before **June 6, 2025, 5:00 pm.**
4. Dissemination of this Memorandum is enjoined.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.05.29 14:05:12
+08'00'

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

OSDS/COS/

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