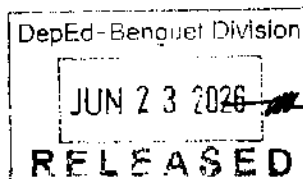




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



22 June 2026

**DIVISION MEMORANDUM**

No. 231 s. 2026

**CALL FOR APPLICATIONS FOR PUBLIC SCHOOLS DISTRICT IN-CHARGE (PSDI)  
FOR ATOK, ITOGON II, TUBLAY AND SABLAN DISTRICTS**

**TO:** OIC-Assistant Schools Division Superintendent  
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 qualified and interested applicants in the Schools Division of Benguet on the Call for Applications for Public Schools District In-Charge for Atok, Itogon II, Tublay and Sablan Districts.

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

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

3. The qualifications and documentary requirements are provided in Enclosure No. 1.

4. 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 **June 29, 2026, 5:00 pm.**

5. **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, 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 and DepEd Order 21, 2024). Additional documents for submission after the deadline will not be accepted/considered.

6. Wide dissemination of this Memorandum is enjoined.

**CARMEL F. MERIS**  
OIC-Schools Division Superintendent



| <b>BASIC QUALIFICATIONS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Designation</b>          | Public Schools District In-Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Education</b>            | Master's Degree in Education or other relevant Master's Degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Training:</b>            | 16 hours of relevant training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Experience:</b>          | 5 yrs. Cumulative experience in instructional supervision and school management, preferably as Principal I, II, III, or IV                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Eligibility:</b>         | RA 1080                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Place of assignment</b>  | Curriculum Implementation Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job Summary</b>          | <p>To provide schools and learning centers in a district with relevant and timely service through:</p> <ol style="list-style-type: none"> <li>1. The conduct of instructional supervision.</li> <li>2. Provision of technical assistance in school management and curriculum implementation.</li> <li>3. Establish a conducive physical environment for learners and school workers.</li> <li>4. Sustain strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.</li> </ol> |

## DOCUMENTARY REQUIREMENTS

- a) Letter of intent addressed to the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2025) 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.

