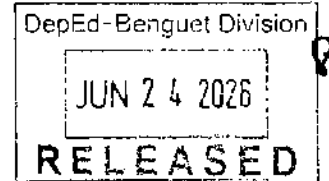




Republic of the Philippines
Department of Education
Schools Division of Benguet



23 June 2026

DIVISION MEMORANDUM

No. 233 s. 2026

**NOTICE OF VACANT ADMINISTRATIVE OFFICER II (AO II) POSITIONS IN
VARIOUS SCHOOLS OF SCHOOLS DIVISION OF BENGUET**

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 of the vacant Administrative Officer II positions in various schools of Schools Division of Benguet.

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 basic qualifications and documentary requirements are provided in Enclosure No. 1.

4. Applicants are required to submit one **(1) set of application documents**, properly arranged, labeled with ear tabs/tags, and fastened in a long folder (not a clear book), following the prescribed order of the documentary requirements, to the District/School identified as the place of assignment in the published vacant position **on or before July 6, 2026, at 5:00 p.m.** Applications received beyond the deadline or with incomplete documentary requirements shall not be accepted.

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

Page 1 of 3



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

AYAMAN
Integrity | Excellence | Accomplishment | Growth | Advancement | Future | Excellence

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines 1. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary d) Provide assistance to other financial related task of the School Head e) Perform other functions as may be assigned by the School Head

DOCUMENTARY REQUIREMENTS

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet,
- Photocopy of valid and updated PRC license ID; if applicable
- Photocopy of Certificate of Eligibility/Certificate of Report of Rating (PRC); if applicable
- 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
- Photocopy of Certificate/s of Training,
- Photocopy of updated and duly signed Service Record;
- Photocopy of latest appointment;
- 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);
- 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.
- 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.



For: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the DEPARTMENT OF EDUCATION:

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

ATTY. ALERSON M. LOCANO
Director II

7028 -05- 7 7

Date:

MELO J. JARASAS
ADMINISTRATIVE OFFICER IV/HRMO II

Tuesday, June 23, 2016

No.	Position Title (Parent/Child Title, if applicable)	Platilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90022-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Sila Elementary School
2	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90027-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bunsod Primary School
3	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90036-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - English Elementary School
4	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90040-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Jappa Elementary School
5	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90012-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Alibay-Sagundo Elementary School
6	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90016-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Ampayangan Elementary School
7	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90033-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Copocop Elementary School
8	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90038-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Galing-oy Elementary School
9	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90043-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Kaysa Elementary School
10	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90046-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Labiste-Acquale Elementary School
11	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90031-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Leghi Elementary School
12	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90045-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Silabon NHS
13	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90014-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Ambuklo ES
14	Administrative Officer II (Administrative Officer I)	OSBC-D-ECSE-ADOF2-90018-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bangue ES

No.	Position Title (Parenthetical Title, if applicable)	Plumline Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
15	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90020-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bantua Sanding ES
16	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90021-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bita Elementary School
17	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90024-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bolod CS
18	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90032-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Liboog PS
19	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90034-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Lila 10 PS - Palagan
20	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90051-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Palasa PS
21	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90077-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Wakal ES
22	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90015-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Amagatayay Elementary School
23	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90019-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Bangue NHS
24	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90025-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Botocan Elementary School
25	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90026-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Baguila CH
26	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90034-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Cotoc Tubala Elementary School
27	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90035-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Odocong ES
28	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90040-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Mayotab Elementary School
29	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90046-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Sumpay NHS
30	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90058-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Tibano-Marcos Elementary School
31	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90074-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Tonglo Carilo Primary School
32	Administrative Officer II (Administrative Officer I)	OBEC-D-BEC3B-ADOF2-90078-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Banguet - Orani Telfel Elementary School

No.	Position Title (Parenthetical Title, if applicable)	Plumline Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
33	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90011-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Alibondro L. Alitaga Sr. HS (formerly Slumpas)
34	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90080-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Lantigua Elementary School
35	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90073-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Tapan Elementary School
36	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90010-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Adaway NBS
37	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90033-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Cayapas Bo. Sch.
38	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90042-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Kapangan Central School
39	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90063-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Pongrayan Bo. Sch.
40	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90070-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Tudayan BS
41	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90076-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Ubod Bo. Sch.
42	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90037-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Gual Barrio School
43	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90044-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Kibungwa CS
44	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90055-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Madayman NBS
45	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90064-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Gaddie BS
46	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90069-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Tabiao Barrio School
47	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90023-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Bileag BS
48	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90038-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Bantara LTRHS
49	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90046-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Lantigua Elementary School
50	Administrative Officer II (Administrative Officer II)	OSBC-DECSB-ADO72-90049-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Lantua BS

No.	Position Title (Parenthetical Title, if applicable)	PhilHealth Ben No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
51	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90028-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Cabanabuan ES
52	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90029-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Cabanabuan NHS
53	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90030-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Cabanabuan NHS
54	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90031-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Casuar NHS
55	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90037-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Casuar NHS
56	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90037-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Bayoc ES
57	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90073-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Taneg ES
58	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90017-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Asin ES
59	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90041-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Kaluyo ES
60	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90046-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Klonaynes ES
61	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90047-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Labney ES
62	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90053-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Lagay ES
63	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90058-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Mangallan ES
64	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90071-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Taloy Norte ES
65	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90078-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Twin Peaks NHS
66	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90013-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Antongdolan Elementary School
67	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90006-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Mamuyod Elementary School
68	Administrative Officer II (Administrative Officer I)	OSEC-D-BEC3B-ADOF2-90056-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SDO Benguet - Morua ES

No.	Position Title (Parenthetical Title, if applicable)	Furniture Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
68	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90062-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	SNO Bouquet - Pangasinan Elementary School
70	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90060-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Marcelo Marquez NHS
71	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90061-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Emilio Javier Memorial NHS
72	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90062-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Babayan NHS
73	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90063-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Tuklo NHS
74	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90064-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Pugali NHS
75	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90065-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Bilang NHS
76	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90066-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Ambong NHS
77	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90067-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Alao NHS
78	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90068-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Espagosa NHS
79	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90069-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Laurencio Plaza NHS
80	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90090-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Tyson S. Plaza Sr. NHS
81	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90091-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Torno IS
82	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90092-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Loacan NHS
83	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90093-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Gumataang IS
84	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90094-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Blaga NHS
85	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90095-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Longgan-Waking IS
86	Administrative Officer II (Administrative Officer I)	OSBC-DBCSB-ADOF2-90096-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Ambulan NHS

No.	Position Title (Parenthetical Title, if applicable)	Payable Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
87	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90097-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Ampucao NHS
88	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90098-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Franklin Day Baljit NHS
89	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90099-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Catibong NHS
90	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90100-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Ampucao NHS
91	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90101-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Dokod NHS
92	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90102-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Bugulan NHS
93	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90103-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Alejo M. Peraldo Memorial NHS
94	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90104-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Emora NHS
95	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90105-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Gov. Raulo Daguera Agro-Industrial School
96	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90106-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Kibungan NHS
97	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90107-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	La Trinidad NHS
98	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90108-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Laguna NHS
99	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90109-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Manayag NHS
100	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90110-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Tuba NHS
101	Administrative Officer II (Administrative Officer I)	OSBC-DRC8B-ADOF2-90111-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Current Service Professional / Second Level Eligibility	N/A	Tublay School Or Home Industries

