



Republic of the Philippines
Department of Education
Schools Division of Benguet

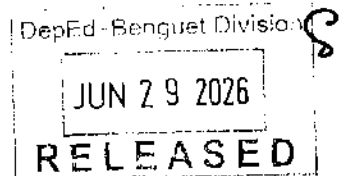
29 June 2026

DIVISION MEMORANDUM

No. 243 s. 2026

**NOTICE OF VACANT PROJECT DEVELOPMENT OFFICER I (PDO I) 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 Project Development Officer I 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 9, 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





JOB DESCRIPTION

JD No. _____

Revision Code: _____

Department of Education

Position Title	Project Development Officer I	Salary Grade	11
Parentetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	

JOB SUMMARY

Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

Key Result Areas	Duties and Responsibilities
Program Management and Implementation	- Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: - Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines - Consolidate the programs, projects, and activities to be conducted on a School-based Calendar - Coordinate with concerned School personnel for the required support, resources, and documentary requirements - Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation - Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities - Prepare and submit relevant reports - Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	- Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities - Assist in mobilizing the support of the School community and other stakeholders in implementing the programs - Prepare communications and correspondence to the concerned School stakeholders
Advocacy	Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	As may be assigned by the Supervisor

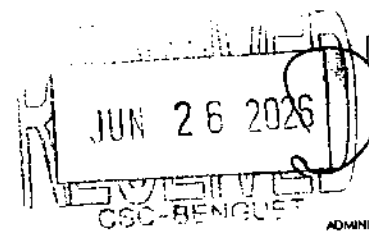


DOCUMENTARY REQUIREMENTS

- 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) For positions requiring Performance Rating a 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.



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



Electronic copy to be submitted to the CSC PD Portal to be used for posting

To: 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:

Date: Monday, June 29, 2026
ME W. ALINGGAS
ADMINISTRATIVE OFFICER IV/HRMO II

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Project Development Officer I	OSEC-DECSB-PDO1-90005-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Camp 30 Elementary School Cluster Schools: Hills ES and Balmal ES
2	Project Development Officer I	OSEC-DECSB-PDO1-90006-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Celso Height Elementary School Cluster Schools: Bonglo ES and Engatdada ES
3	Project Development Officer I	OSEC-DECSB-PDO1-90007-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Ampuagan Elementary School Cluster Schools: Tanas ES and Talbino ES
4	Project Development Officer I	OSEC-DECSB-PDO1-90008-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Abatan Elementary School Cluster Schools: Bokes ES and Antopak Lusang ES
5	Project Development Officer I	OSEC-DECSB-PDO1-90009-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Loo Elementary School Cluster Schools: Tabas Marcos ES and Pan-ayacan ES
6	Project Development Officer I	OSEC-DECSB-PDO1-90010-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Locan Elementary School Cluster Schools: Luneta ES and Maximino Planas Lopez ES
7	Project Development Officer I	OSEC-DECSB-PDO1-90011-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Ucab Elementary School Cluster Schools: Midas ES and Maximino Goldcreek ES
8	Project Development Officer I	OSEC-DECSB-PDO1-90012-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Enrique Jose Elementary School Cluster Schools: Gasal ES and Pakpakitan ES
9	Project Development Officer I	OSEC-DECSB-PDO1-90013-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Don Pulas Elementary School Cluster Schools: Aino ES and Bahong ES
10	Project Development Officer I	OSEC-DECSB-PDO1-90014-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Main School: Camp 6 Elementary School Cluster Schools: Camp 3 ES and Camp 4 ES

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Num No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Project Development Officer I	OSEC-DECSB-PDO1-90019-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Ampuan NHS
12	Project Development Officer I	OSEC-DECSB-PDO1-90021-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	CAMP 30 NHS
13	Project Development Officer I	OSEC-DECSB-PDO1-90027-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Daklan NHS
14	Project Development Officer I	OSEC-DECSB-PDO1-90028-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Catinbong NHS
15	Project Development Officer I	OSEC-DECSB-PDO1-90029-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Bad-Ayan IB
16	Project Development Officer I	OSEC-DECSB-PDO1-90017-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Balay IB
17	Project Development Officer I	OSEC-DECSB-PDO1-90018-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Manganes IB
18	Project Development Officer I	OSEC-DECSB-PDO1-90026-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Taba-as IB
19	Project Development Officer I	OSEC-DECSB-PDO1-90020-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Evello Javier Memorial NHS
20	Project Development Officer I	OSEC-DECSB-PDO1-90031-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Gulmaoang NHS
21	Project Development Officer I	OSEC-DECSB-PDO1-90030-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Hapangan Central NHS
22	Project Development Officer I	OSEC-DECSB-PDO1-90033-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Madaymen NHS
23	Project Development Officer I	OSEC-DECSB-PDO1-90016-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Baluh NHS
24	Project Development Officer I	OSEC-DECSB-PDO1-90018-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Sablan NHS
25	Project Development Officer I	OSEC-DECSB-PDO1-90022-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Sinipaip NHS
26	Project Development Officer I	OSEC-DECSB-PDO1-90032-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Bangao NHS
27	Project Development Officer I	OSEC-DECSB-PDO1-90023-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Tuba Central NHS
28	Project Development Officer I	OSEC-DECSB-PDO1-90028-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Rayapa NHS
29	Project Development Officer I	OSEC-DECSB-PDO1-90024-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Ambangeg NHS
30	Project Development Officer I	OSEC-DECSB-PDO1-90037-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Alejo M. Pacalao Memorial NHS
31	Project Development Officer I	OSEC-DECSB-PDO1-90043-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Mankayan NHS
32	Project Development Officer I	OSEC-DECSB-PDO1-90038-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Bokod NHS

No.	Position Title (Parenthetical Title, if applicable)	Plant/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
33	Project Development Officer I	OSEC-DECSB-FDO1-90039-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Gov. Bado Dangwa Agro-Industrial School
34	Project Development Officer I	OSEC-DECSB-FDO1-90041-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Benguet NHS
35	Project Development Officer I	OSEC-DECSB-FDO1-90036-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Lao NHS
36	Project Development Officer I	OSEC-DECSB-FDO1-90045-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Tublay School Of Home Industries
37	Project Development Officer I	OSEC-DECSB-FDO1-90044-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Tuba NHS
38	Project Development Officer I	OSEC-DECSB-FDO1-90040-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Kibangan NHS
39	Project Development Officer I	OSEC-DECSB-FDO1-90038-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Kamora NHS
40	Project Development Officer I	OSEC-DECSB-FDO1-90034-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Ampusongan NHS
41	Project Development Officer I	OSEC-DECSB-FDO1-90042-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Lapanto NHS

CARMEL F. MERCI

New Item New Item New Item New Item New Item New Item New Item New Item New Item New Item

WALTER J. JERUSALEM
Sr. Human Resource Specialist