

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Schools Division Office  
Division of Baguio City


Request for Publication of Vacant Positions

DepEd DIVISION OF BAGUIO CITY  
APR 17 2018  
RELEASED

SERVICE COMMISSION-CAR  
Baguio Field Office  
Baguio City

RECEIVED

Date: APR 17 2018  
Time: 1:40 P



FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V

Schools Division Superintendent  
(Head of Agency)

Date: April 17, 2018

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education Division of Baguio City in the CSC website:

No. of Items	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Administrative Aide IV	Casual	SG-4	152,088.00	Bachelor's Degree	None required	None required	CS-Sub Professional (First Level Eligibility)	Division Office

Requirements:

\* 1 folder for the original and 4 folders photocopies of the following:

- \*Application letter
- \* Resume
- \*Performance Rating for the last three rating periods with numerical value
- \*Service Record
- \*Certificate of Employment
- \* Photocopy of certificate of eligibility/rating/license
- \*Outstanding accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)
- \*Transcript of Records
- \*Certificate of Trainings and seminars attended relevant to the position applied for.
- \*and other pertinent documents with table of contents and tabbings.

\* Application letter shall be filed at the DepEd-CAR, Division of Baguio City on or before May 04, 2018.

\* Interview of qualified applicants shall be announced later.

DATE OF PUBLICATION: APR 20 2018