

Republic of the Philippines
DEPARTMENT OF EDUCATION
Schools Division Office
Division of Baguio City
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-CAR
Baguio Field Office
Baguio City

RECEIVED

Date: APR 17 2018

Time: 1:40 A

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:



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

Schools Division Superintendent
(Head of Agency)

Date: April 16, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Master Teacher I	OSEC-DECSB-MTCHR1-90206-1998	SG-18	457,020	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None Required	PBET, Teacher	Mabini District
1	Teacher I	OSEC-DECSB-TCH1-91132-2012	SG-11	242,052.00	Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET, Teacher	Magsaysay NHS
1	Administrative Assistant II	OSEC-DECSB-ADAS2-90079-2016	SG-8	195,384.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Mil-An NHS

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
- *Outstanding accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership, Chairmanship)
- *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.
- * Photocopy of certificate of eligibility/rating/license

* Application letter shall be filed at the DepEd-CAR, SDO of Baguio City on or before May 4, 2018.

* Interview of qualified applicants shall be announced later.

DATE OF PUBLICATION: APR 20 2018