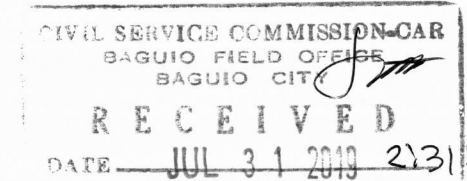


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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

[Signature]
MA. LOUELLA C. MONCADA
HRMO

Date: JULY 31, 2019

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	Teacher III	TCH3-90241- 2016	13	25232	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	2 years relevant experience	PBET, Teacher		West Baguio Central District
2	Teacher II	Anticipated Vacancy	12	22149	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	PBET, Teacher		
3	Teacher I	Anticipated Vacancy	11	20754	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		

4	Administrative Officer II	ADOF2-90002-2016	11	20754	Bachelor's degree	None required	None required	CS Professional/Second level eligibility	SDO Baguio City
5	Administrative Assistant II	ADAS2-90036-2014	8	16758	Completion of 2 year studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-professional/First level eligibility	SDO Baguio City (Preferably BS in Applied Statistics or BS in Information Technology and with background in Research)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 9, 2019**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in their application to:

FEDERICO P. MARTIN, EdD., CEEd, CESO V
Schools Division Superintendent
#82 Military Cut-off, Baguio City

***This Office recognizes Equal Opportunity Principle and all qualified applicants will receive consideration for employment without regard to sex or gender preference, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law"

Requirements: * (RECKONING DATE TO BE APPRAISED ON ALL DOCUMENTS SUBMITTED SHOULD BE ON YOUR LAST PROMOTION)**

* Submit 5 sets of documents - 1 folder for the original copies and 4 folders photocopies of the following:

- * Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph
- *Performance Rating for the **last rating period** with numerical value
- *Service Record duly signed by the Administrative Officer V
- *Certificate of Employment, or appointment or contract of service
- *Designation Order duly signed by the Schools Division Superintendent
- * Certificate of eligibility/rating/license
- *Outstanding accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)

PLEASE REFER TO PSB RESOLUTION NO. 003, S. 2018

Awards-the certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (e.g. invitation or criteria for the search)

Innovation-as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)

Research and Development project-must be approved by the Schools division Superintendent

Publication-with analysis and must be educational

Consultancy /Resource Speakership-must be supported by any of the ff: invitation letter, authority to travel etc.

*Transcript of Records

*Certificate of Trainings and seminars attended relevant to the position applied for.

*and other pertinent documents with table of contents and proper tabbings.

* Application letter shall be filed at DepEd-SDO of Baguio City or to the District Office where the vacancy exist on or before **August 9, 2019.**

****Applications with Incomplete documents shall not be entertained.**

****See the HRMO for details**