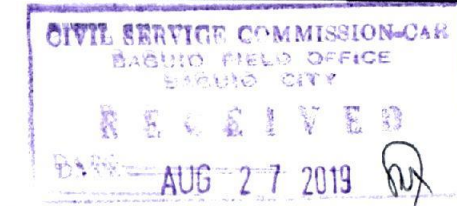


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

**MA. LOUELLA C. MONCADA**  
HRMO

Date: August 27, 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	Master Teacher II	OSEC-DECSB-MTCHR2-90148-1998	19	45269	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent.	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	PBET: Teacher		North Quezon District
2	Master Teacher I	Anticipated Vacancy	18	40637	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		

3	Teacher III	Anticipated Vacancy	13	23232	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education.	2 years relevant experience	None required	PBET: Teacher		
4	Teacher II	Anticipated Vacancy	12	22938	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education.	1 year relevant experience	None required	PBET: Teacher		
5	Teacher I	Anticipated Vacancy	11	20754	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education.	None required	None required	PBET: Teacher		
6	Teacher III	OSEC-DECSB-TCH3-91795-1998	13	23232	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education.	2 years relevant experience	None required	PBET: Teacher		Mabini District

7	Teacher II	Anticipated Vacancy	12	22938	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education.	1 year relevant experience	None required	PBET: Teacher		
8	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		
9	Administrative Assistant II	ADAS2-90088-2017	8	16758	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		SDO Baguio City

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 September 6, 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](http://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 or send through courier/email their application to:

**MA. LOUELLA C. MONCADA**

Administrative Officer IV

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](http://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 **September 6, 2019.**

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

**\*\*See the HRMO for details**