

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

HRMDO

Date: November 5, 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	OSEC-DECSB-TCH3-90205-2000	13	25232	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	PBET: Teacher		Quezon and North Quezon District
2	Teacher II	Anticipated Vacancy	12	22938	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	PBET: Teacher		
3	Teacher I	Anticipated Vacancy	11	20754	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET: Teacher		
4	Administrative Assistant III	OSEC-DECSB-ADAS3-90030-2014	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS-Sub Professional/First level eligibility		Schools Division of Baguio City (Preferably Accounting/Financial Management graduate)

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 November 15, 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:

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**

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

origin, disability status, or any other characteristics protected by law"

* 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 **November 15, 2019**.

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

****See the HRMO for details**