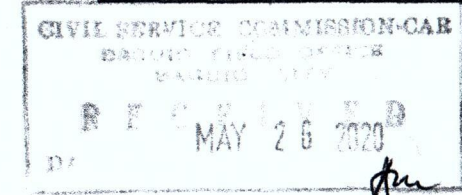


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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: May 27, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Guidance Counselor II	OSEC-DECSB-GUIDC2-90027-2016	12	24495	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Joaquin Smith NHS
2	Administrative Assistant II	OSEC-DECSB-ADAS2-90080-2016	8	17505	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	CS-Sub Professional/First level eligibility		Division of Baguio City
3	Administrative Aide VI	OSEC-DECSB-ADA6-90043-2004	6	15524	Completion of two years studies in college	None required	None required	CS-Sub Professional/First level eligibility		Division of Baguio City
4	Teacher I	OSEC-DECSB-TCH1-91725-1998	11	22316	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET: Teacher		Roxas NHS

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 **JUNE 8, 2020**.



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.

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\*\*\*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-Division of Baguio City (For non-teaching positions) or to the District Office where the vacancy exist (For Teaching positions ) on or before **June 8, 2020.**

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

**QUALIFIED APPLICANTS** are advised to hand in their application to: (For Non-teaching positions only)

**MA. LOUELLA C. MONCADA**

**Administrative Officer IV**

**82 Military Cut-Off, Baguio City**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**