

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 17, 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	SCHOOL PRINCIPAL IV	SP4-90163-2010	22	66867	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)		DepEd Schools Division of Baguio City
2	HEAD TEACHER I	HTEACH1-90023 2016	14	29277	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		DepEd Schools Division of Baguio City

3	MASTER TEACHER I (Senior High School)	MTCHR1-90041- 2016	18	42159	Bachelor's degree; or completion of Technical- vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC II + TMC I *Appropriate to the specialization	RA 1080 (Teacher)		DepEd Schools Division of Baguio City (TVL Track)
4	TEACHER III (Senior High School)	Anticipated Vacancy	13	26754	Bachelor's degree; or completion of Technical- vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC II + TMC I *Appropriate to the specialization	RA 1080 (Teacher)		DepEd Schools Division of Baguio City (TVLTrack)
5	TEACHER II (Senior High School)	Anticipated Vacancy	12	24495	Bachelor's degree; or completion of Technical- vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I *Appropriate to the specialization	RA 1080 (Teacher)		DepEd Schools Division of Baguio City (TVLTrack)
6	TEACHER I (Senior High School)	Anticipated Vacancy	11	22316	Bachelor's degree; or completion of Technical- vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	RA 1080 (Teacher)		BCNHS (TVL Track)

7	TEACHER I	TCH1-90213-2018	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		BCNHS (Science major)
8	TEACHER III	TCH3-90112-2011	13	26754	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		Guisad Valley NHS
9	TEACHER II	Anticipated Vacancy	12	24495	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		Guisad Valley NHS
10	TEACHER I	Anticipated Vacancy	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		Guisad Valley NHS (English major)

11	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-90024-2016	12	24495	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		San Vicente NHS
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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 27, 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 for **the last three (3) recent rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

\*\*\*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:**

\* 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 three (3) recent rating period** with numerical value if applicable

\*Service Record duly signed by the Administrative Officer V

\*Certificate of Employment, or appointment or contract of service

\*Authenticated Certificate of eligibility/rating/license (whichever is applicable)

\* **PLEASE REFER TO REGIONAL MEMO 178 s. 2020 For the Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)**

\*Authenticated official Transcript of Records with certification

\*Certificate of trainings and seminars attended relevant to the position applied for (with complete attachments)

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

\* All documents shall be stamped received at the Records Office at DepEd-Division of Baguio City (For non-teaching positions and Master Teacher position) or to the School where the vacancy exist (For Teacher I-III positions ) on or before **August 27, 2020**.

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

**MA. LOUELLA C. MONCADA**

Administrative Officer IV

82 Military Cut-Off, Baguio City

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