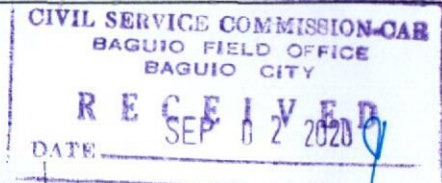


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Date: September 2, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					JOB SUMMARY	Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)		
1	Teacher III	TCH3-91331- 1998	13	26754	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experince	None required	PBET: Teacher			Guisad Valley NHS
2	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

3	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 (Science major)
4	TEACHER II (Senior High School)	TCH2-90280-2016	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)			BCNHS-SHS
5	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-SHS
6	Project Development Officer I	PDO1-90008-2016	11	22316	Bachelor's degree relevant to the job (*preferably Psychology, Behavioral Science, Guidance and Counselling or related)	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		*Responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. *Responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the school. *Responsible for providing technical assistance to schools and to provide policy recommendations at the division level.	Division of Baguio City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the address below not later than **SEPTEMBER 11, 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;
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 2 sets of documents - 1 folder for the original copies and 1 folder photocopy 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 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.
- * Submit documents at DepEd-Division of Baguio City and shall be received at the Records Unit (For Non-teaching positions and Master Teacher position)
- * Submit documents to the School where the vacancy exist (for Teacher I - III position)

****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.