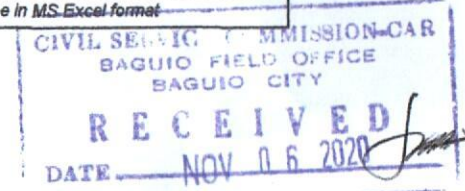


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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: November 6, 2020

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	Education Program Supervisor	EPSVR-90072- 2010	22	66867	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		SDO of Baguio City (preferably Science major)
2	Education Program Supervisor	EPSVR-90023- 2015	22	66867	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		SDO of Baguio City
3	Teacher II	TCH2-90222- 2019	12	24495	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	PBET, Teacher		San Luis Elementary School

4	Teacher I	Anticipated Vacancy	11	22316	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		
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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 **NOVEMBER 16, 2020**.

****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 **three (3) recent rating period (SY 2017-2018, 2018-2019 and 2019-2020)**

* Service Record duly signed by the Administrative Officer V/Head of Office

* Certificate of Employment, or appointment or contract of service

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

* Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)

* Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate

* 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 EPS position)

* Submit documents to the School where the vacancy exist (for Teacher I - III position)

* Refer to Regional Memorandum No. 178, s. 2020 for the criteria of assessment or see the HRMO for details

MARIE CAROLYN B. VERANO, CESO V

Schools Division Superintendent

82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.