



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



08 March 2021

**DIVISION MEMORANDUM**

No. 67, s. 2021

**SUBMISSION OF APPLICATION FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR, MEDICAL OFFICER III AND ADMINISTRATIVE AIDE IV POSITIONS**

TO : **ALL CHIEF EDUCATION SUPERVISORS  
 ALL INTERESTED AND QUALIFIED APPLICANTS  
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the following vacant positions at the Schools Division of Baguio City:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
Public Schools District Supervisor (PSDS)	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Medical Officer III	Doctor of Medicine	None required	None required	RA 1080 (Physician's Licensure Exam)
Administrative Aide IV	Completion of two year studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility

2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements on or before **March 15, 2021** at DepEd-Baguio Schools Division Office to be received at the Records Section.

3. The following required documents should be submitted in two (2) separate folders (1 original copy and 1 photocopy) which should be properly arranged and labeled:

- a. 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);



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ISO 9001:2015 Certified  
 Quality Management System  
 CRN RU-19.2560.026  
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- b. Three (3) recent Performance Rating (SY 2017-2018, 2018-2019 and 2019-2020);
  - c. Service Record duly signed by the Administrative Officer/Head of Office;
  - d. Certificate of Employment duly signed by the Administrative Officer/Head of Office;
  - e. Designation Order duly signed by the Head of Office, if applicable;
  - f. Certificate of Eligibility/Rating/License;
  - g. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership);
  - h. Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;
  - i. Certificate of trainings and seminars attended relevant to the position
  - j. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.
4. All applications submitted beyond March 15, 2021 will not be accepted.
5. Written examination and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.
6. For any inquiries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
7. For information and guidance.

**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent



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