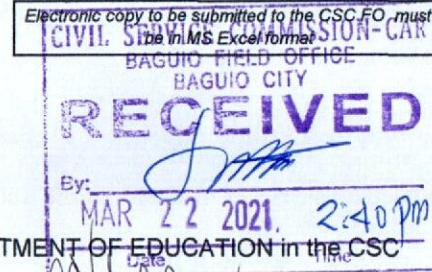



Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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: March 22, 2021

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 II	OSEC-DECSB-SP2-90195-2010	20	54254	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)		SDO of Baguio City
2	Assistant Secondary School Principal II (Senior High School)	OSEC-DECSB-ASP2-90072-2016	19	48313	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)		SDO of Baguio City

3	Head Teacher VI	OSEC-DECSB-HTEACH6-90004-2002	19	48313	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)		SDO of Baguio City (Preferably English major)
4	Teacher III	OSEC-DECSB-TCH3-90141-2016	13	28276	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		BCNHS
5	Teacher II	Anticipated Vacancy	12	26052	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		BCNHS
6	Teacher I	Anticipated Vacancy	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET: Teacher		

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 **April 5, 2021**.

*****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 (CY 2018, 2019 and 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 Schools Division Office of Baguio City and shall be received at the Records Unit
- *Submit documents to the school where the vacancy exist for T-I to T- 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.