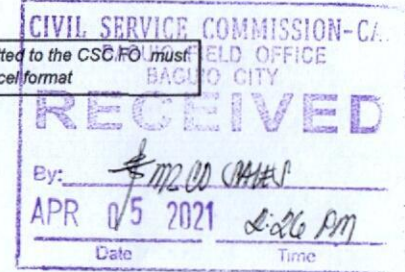


Electronic copy to be submitted to the CSC FO must be in MS Excel format



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:

M. Verano
MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent
Date: April 5, 2021 *2:06 PM*

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	Teacher III	OSEC-DECSB-TCH3-91525-1998	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	PBET: Teacher		Mabini Elem. School
2	Teacher II	Anticipated Vacancy	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	PBET: Teacher		Mabini Elem. School
3	Teacher I	Anticipated Vacancy	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET: Teacher		

4	Teacher III	OSEC-DECSB-TCH3-90197-2021	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	PBET: Teacher		Josefa Cariño Elem. School
5	Teacher II	Anticipated Vacancy	12	26052	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	PBET: Teacher		Josefa Cariño Elem. School
6	Teacher I	Anticipated Vacancy	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET: Teacher		
7	Teacher II	OSEC-DECSB-TCH2-90027-2017	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		Roxas National High School
8	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		

9	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-90023-2018	8	18251	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First level Eligibility)		SDO of Baguio City (Preferably Business Related Courses)
10	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-90036-2014	8	18251	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First level Eligibility)		SDO of Baguio City (Preferably Business Related Courses)

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 16, 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 VI/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 (For ADAS II position)

* 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.