

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



CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

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

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Date: 5-19-2021 Time: 1:25 PM

Docket/Control No. _____

By: MONINA LIZA CHONA O. SALES

Name, Signature & Position

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: May 19, 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	Teacher III	OSEC-DECSB-TCH3-91080-1998	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		Happy Hollow 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			
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-TCH3-90021-2005	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		Baguio Central 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		
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 III	OSEC-DECSB-TCH3-91000-1998	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		San Vicente Elem. School
8	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		

9	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		
10	Teacher III	OSEC-DECSB-TCH3-91042-1998	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		Don Mariano Marcos Elem. school
11	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		
12	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		
13	Teacher I (Senior High School)	OSEC-DECSB-90389-2016	11	22316	Bachelor's degree with major in the relevant strand/subject; or any bachelor's degree plus at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)		Guisad Valley NHS

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 **May 31, 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 Dev. 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.

* QUALIFIED APPLICANTS are advised to submit their application at Schools Division Office of Baguio City and shall be received at the Records Unit (For Non-teaching position)

* QUALIFIED APPLICANTS are advised to 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.