

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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Docket/Control No. \_\_\_\_\_

By: MONINA LIZA CHONA O. SALES  
Name, Signature & Position  
Senior HR Specialist

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	SCHOOL PRINCIPAL II	SP2-90200-2010	20	54251	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-Baguio City
2	SCHOOL PRINCIPAL I	SP1-90462-2010	19	48313	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)		SDO-Baguio City



3	SCHOOL PRINCIPAL I	SP1-90478-2010	19	48313	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)		SDO-Baguio City
4	SCHOOL PRINCIPAL I	SP1-90473-2010	19	48313	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)		SDO-Baguio City
5	HEAD TEACHER III	HTEACH3-90133-1998	16	36628	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)		SDO-Baguio City
6	SCHOOL PRINCIPAL I	SP1-90001-2014	19	48313	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)		SDO-Baguio City



7	HEAD TEACHER VI	HTEACH6-90001-2000	19	48313	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)		PCNHS (Preferably Math major)
8	MASTER TEACHER II	MTCHR2-90004-2000	19	48313	Bachelor of Secondary Education (BSED) or Bachelor's degree + 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET; Teacher		PCNHS
9	MASTER TEACHER I	Anticipated Vacancy	18	43681	Bachelor of Secondary Education (BSED) or Bachelor's degree + 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET; Teacher		PCNHS (Preferably English major)



10	Teacher III	Anticipated Vacancy	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		
11	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		
12	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 **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](http://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.

\* 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.**