

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

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:

MA. LOUELLA C. MONCADA

Administrative Officer IV (HRMO)

Date: August 10, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	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		Baguio City National High School
2	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		

3	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		
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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 **August 23, 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.**

Requirments:

*Submit 2 sets of documents - 1 folder for the original copies and 1 folder photocopy of the following:

1. 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;
2. Performance rating for the **three (3) recent rating periods (CY 2018, 2019 and 2020)**;
3. Service Record duly signed by the Administrative Officer V/ Head of Office;
4. Certificate of Employment, or Appointment or Contract of Service;
5. Authenticated Certificate of Eligibility/Rating/License (whichever is applicable);
6. Outstanding/Meritorious Accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership);
7. Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate;
8. Certificate of Trainings and Seminars attended relevant to the position applied for (with complete attachments); and
9. Other pertinent documents with table of contents and proper tabbings.

*Submit documents at Baguio City National High School and shall be received at the Principal's Office.

**Refer to Regional Memorandum No. 178, s. 2020 for the criteria of assessment or see the HRMO for details

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BRENDA M. CARIÑO

Secondary School Principal IV

BCNHS-Governor Pack Rd., Baguio City

305269@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.