

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

**RECEIVED**

Date: Aug 4 2021 Time: 9:17 AM

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 4, 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 I	SP1-90471-2010	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 of Baguio City
2	MASTER TEACHER II	MTCHR2-90175-1998	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	RA 1080 (Teacher)		PCNHS
3	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	RA 1080 (Teacher)		PCNHS (Preferably Math major)

4	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	RA 1080 (Teacher)	PCNHS
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	RA 1080 (Teacher)	PCNHS
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	RA 1080 (Teacher)	
7	MASTER TEACHER II	MTCHR2-90019-2000	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 II or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)	BCNHS
8	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	RA 1080 (Teacher)	BCNHS (Preferably English major)
9	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	RA 1080 (Teacher)	BCNHS

10	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	RA 1080 (Teacher)	BCNHS
11	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	RA 1080 (Teacher)	
12	MASTER TEACHER I	MTCHR1-90037-2019	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	RA 1080 (Teacher)	INHS (Preferably TLE major)
13	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	RA 1080 (Teacher)	INHS
14	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	RA 1080 (Teacher)	INHS
15	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	RA 1080 (Teacher)	

16	Master Teacher I (Senior High School)	MTCHR1-90039-2016	18	42159	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	RA 1080 (Teacher )		BCNHS (Preferably Filipino major)
17	Master Teacher I (Senior High School)	MTCHR1-90008-2017	18	42159	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	RA 1080 (Teacher )		GVNHS (Academic Track)
18	HEAD TEACHER II	HTEACH2-90028-1998	15	33575	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher )		SDO of Baguio City
19	HEAD TEACHER I	HTEACH1-90025-2016	14	29277	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		SDO of Baguio City
20	Teacher III	TCH3-90121-2016	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	RA 1080 (Teacher)		Rizal NHS
21	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	RA 1080 (Teacher)		Rizal NHS

22	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	RA 1080 (Teacher)		
23	Teacher III	TCH3-90078-2017	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	RA 1080 (Teacher)		Pinsao NHS
24	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	RA 1080 (Teacher)		Pinsao NHS
25	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	RA 1080 (Teacher)		
26	Teacher I	TCH1-90527-2012	11	23877	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		Mil-An NHS
27	Teacher III	TCH3-90240-2016	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher)		Gibraltar Elem. School

28	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	RA 1080 (Teacher)		Gibraltar Elem. School
29	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	RA 1080 (Teacher)		
30	Teacher III	TCH3-90105-2008	13	28276	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher)		Baguio Central School
31	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	RA 1080 (Teacher)		Baguio Central School
32	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	RA 1080 (Teacher)		
33	Senior Education Program Specialist	SREPS-90032-2014	19	48313	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		SDO of Baguio City (SMME)

34	Administrative Assistant II (Clerk IV)	ADAS2-90035-2014	8	18251	Completion of two year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		SDO of Baguio City
----	--	------------------	---	-------	---	-------------------------------	------------------------------	---	--	--------------------

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 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](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 documents to the school where the vacancy exist

\*\*For Master Teacher and Non-Teaching Position submit at Division Office to be received by the Records Unit

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

Department of Education

82 Military Cut-Off, Baguio City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**