

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

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

CIVIL SERVICE COMMISSION - CAR
CSC EO - Baguio City

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Date: _____ Time: 4:26 PM
Docket/Control No. _____
By: _____
Name, Signature & Position
MA. LOUELLA C. MONCADA
Administrative Aide

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

Date: September 23, 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 II	OSEC-DECSB-TCH2-90021-2017	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	RA 1080 (Teacher) LET/PBET		Magsaysay NHS
2	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) LET/PBET		
3	Teacher I	OSEC-DECSB-TCH1-90246-2018	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) LET/PBET		Joaquin Smith NHS
4	Teacher II (Senior High School)	OSEC-DECSB-TCH2-90278-2016	12	26052	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher) LET/PBET		Division of Baguio City-Senior High School

5	Teacher I (Senior High School)	Anticipated Vacancy	11	23877	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher) LET/PBET		Division of Baguio City-Senior High School
6	Teacher I (Senior High School)	OSEC-DECSB-TCH1-90386-2016	11	23877	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher) LET/PBET		Division of Baguio City-Senior High School

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 **October 4, 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.dsc.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.

* Submit documents to the School where the vacancy exist (For T- I, T-II, T-III position)

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

FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent
 82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.