

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: OCT 14 2021 Time: 2:30pm
Docket/Control No. PUB-10-01
By: [Signature]
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:

FEDERICO P. MARTIN EdD, CEEd, CESO V
Schools Division Superintendent

Date: October 14, 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	EDUCATION PROGRAM SPECIALIST II	EPS2-90031-2014	16	36628	Bachelor's degree in Education or its equivalent relevant to the job	2 years of experience in education, research, development, implementation, or other relevant experience	4 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		Schools Division Office of Baguio City
2	HEAD TEACHER I	HTEACH1-90019-2016	14	29277	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		Schools Division Office of Baguio City

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3	TEACHER III (Senior High School)	TCH3-90624-2016	13	28276	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)	BCNHS
4	TEACHER II (Senior High School)	ANTICIPATED VACANCY	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)	BCNHS
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)	
6	TEACHER III (Senior High School)	TCH3-90054-2018	13	28276	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)	STO. TOMAS NHS

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7	TEACHER II (Senior High School)	ANTICIPATED VACANCY	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)		STO. TOMAS NHS
8	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)		
9	ADMINISTRATIVE AIDE VI (Clerk III)	ADAS6-90041-2004	6	16200	Completion of two years in college	None required	None required	Career Service Sub-Professional (First level Eligibility)		Schools Division Office of Baguio City
10	ADMINISTRATIVE OFFICER II	ADOF2-90048-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
11	ADMINISTRATIVE OFFICER II	ADOF2-90049-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City

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12	ADMINISTRATIVE OFFICER II	ADOF2-90050-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
13	ADMINISTRATIVE OFFICER II	ADOF2-90051-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
14	ADMINISTRATIVE OFFICER II	ADOF2-90052-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
15	ADMINISTRATIVE OFFICER II	ADOF2-90053-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
16	ADMINISTRATIVE OFFICER II	ADOF2-90054-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City


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17	ADMINISTRATIVE OFFICER II	ADOF2-90055-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
18	ADMINISTRATIVE OFFICER II	ADOF2-90056-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
19	ADMINISTRATIVE OFFICER II	ADOF2-90057-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
20	ADMINISTRATIVE OFFICER II	ADOF2-90057-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
21	ADMINISTRATIVE OFFICER II	ADOF2-90059-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City

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22	ADMINISTRATIVE OFFICER II	ADOF2-90060-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
23	ADMINISTRATIVE OFFICER II	ADOF2-90061-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
24	ADMINISTRATIVE OFFICER II	ADOF2-90062-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
25	ADMINISTRATIVE OFFICER II	ADOF2-90063-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City

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26	ADMINISTRATIVE OFFICER II	ADOF2-90064-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office of Baguio City
27	ADMINISTRATIVE OFFICER II	ADOF2-90065-2021	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	*New Item	Schools Division Office 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 **October 25, 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:

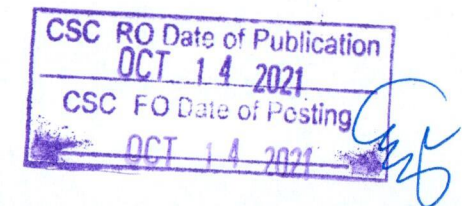
* Submit 2 sets of documents - 1 folder for the original copies and 1 folder photocopy of the following:

- * 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 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)

* Submit documents at Schools Division Office of Baguio City for the Non-Teaching Position and shall be received at the Records Unit

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