

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



CIVIL SERVICE COMMISSION  
Electronic copy to be submitted to the CSC FO must be in MS Excel format

**RECEIVED**  
Date: OCT 11 8 2021 Time: 2:23 PM  
Docket/Control No. \_\_\_\_\_  
By: MONINA LIZA CHONA O. SALES  
Name: 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: October 8, 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-TCH2-90054-2016	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		Baguio City National High School
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		

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 21, 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](http://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 VI/ 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.**