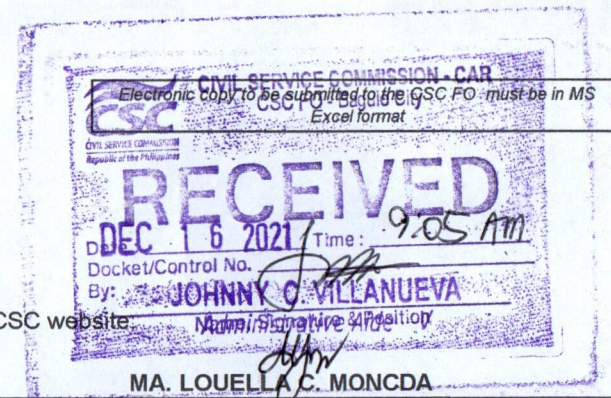


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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:



Date: December 16, 2021

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |  |   |  |   | Place of<br>Assignment         |
|-----|--|--------------------|---------------------------------|-------------------|---|--|---|--|---|--------------------------------|
|     |  |                    |                                 |                   | Education   | Experience   | Training  | Eligibility  | Competency<br>(if applicable)   |                                |
| 1   | Chief Education Supervisor                             | CES-90020-2014     | 24                              | 86742.00          | Master's degree in education or other relevant Master's degree  | 4 years relevant experience in management and supervision  | 24 hours training in management and supervision | RA 1080 (Teacher)                                      |   | Division Office , SGOD         |
| 2   | School Principal I                                     | SP1-90466-2010     | 19                              | 48313.00          | Bachelor's Degree in elementary education; or Bachelor's Degree with 18 units in education units  | Head Teacher (HT) for 1 years; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; Teacher for 5 years | 40 hours of relevant training                   | RA 1080 (Teacher)                                      |   | School Division of Baguio City |
| 3   | Head Teacher I   | HTEACH1-90021-2016 | 14                              | 30799.00          | Bachelor's Degree in Secondary education; or Bachelor's Degree with 18 professional units in education units with major appropriate major | Teacher-In-Charge for 1 year; or Teacher for 3 years   | 24 hours of relevant training                   | RA 1080 (Teacher)                                      |   | School Division of Baguio City |
| 4   | Administrative Officer IV (Records Officer II)         | ADOF4-90124-2014   | 15                              | 33575.00          | Bachelor's Degree related to the job  | 1 year of relevant experience  | 4 hours of relevant training                    | Career Service Professional (Second level Eligibility) | Preferred qualifications: 4 years relevant experience; 40 hours relevant training | Division Office, Records Unit  |
| 5   | Administrative Officer IV (Cashier II)                 | ADOF4-90123-2014   | 15                              | 33575.00          | Bachelor's Degree related to the job  | 1 year of relevant experience  | 4 hours of relevant training                    | Career Service Professional (Second level Eligibility) |   | Division Office, Cash Unit     |

Interested and qualified applicants should signify your interest in writing indicating the item number and position that you are applying. Attach the following documents to the application letter and submit to the address below not later than **December 27, 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, 2020)**  
(For Deped Employees, Performance rating must be one (1) year performance cycle for each calendar year)

- \*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 at DepEd-Division of Baguio City 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, CEdD, CESO V**

Schools Division Superintendent

82 Military Cut-Off, Baguio City

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