



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

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:

**MA. LOUELLA C. MONCADA**  
Administrative Officer IV (HRMO)

Date: January 4, 2022

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	MASTER TEACHER II	MTCHR2-90003-2000	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 I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)		PCNHS
2	Teacher III	TCH3-90751-2018	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) LET/PBET		DOMINICAN MIRADOR NHS
3	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) LET/PBET		DOMINICAN MIRADOR NHS
4	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 **January 14, 2022**

**\*\*\*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 last **three (3) rating period (SY 2018-2019, 2019-2020 and 2020-2021)**

\*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 T-III, T-II, T-I position)

\*\*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.**