

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



CIVIL SERVICE COMMISSION - CAR

CS Form No. 9  
Electronic copy to be submitted to the CSC FO must be in MS Excel format

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By: \_\_\_\_\_

**MONINA LIZA THONA O. SALES**  
Name, Signature & Position  
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:

**FEDERICO P. MARTIN, EdD., CEEd, CESO V**

Schools Division Superintendent

Date: 26-Jan-22

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	Security Guard I	Casual	3	13572	Completion of two years studies in college	None required	None required	Security Guard License (MC 30, s. 1997-Cat. IV)		Joaquin Smith Nat'l High School
2	Security Guard I	Casual	3	13572	Completion of two years studies in college	None required	None required	Security Guard License (MC 30, s. 1997-Cat. IV)		Pines City Nat'l High School
3	Security Guard I	Casual	3	13572	Completion of two years studies in college	None required	None required	Security Guard License (MC 30, s. 1997-Cat. IV)		Baguio Central School
4	ADMINISTRATIVE AIDE III (Driver I)	Casual	3	13572	High School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 as amended by MC 30, s. 1997-Cat. IV)		Division Office



5	ADMINISTRATIVE AIDE IV (Clerk II)	Casual	4	14400	Bachelor's Degree	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Bonifacio Elementary School
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\*\*\*\*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"

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 10, 2022**

**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)
- \*Service Record duly signed by the Administrative Officer V/ Head of Office
- \*Certificate of Employment and designation or appointment or contract of service
- \*Authenticated Certificate of eligibility/rating/license (whichever is applicable)
- \*Outstanding accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)
- \*Authenticated Transcript of Records
- \*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 tabings
- \*Submit documents at DepEd-Division of Baguio City and shall be received at the Records Unit.

QUALIFIED APPLICANTS are advised to address their application to:

**FEDERICO P. MARTIN, EdD., CEEd, CESO V**

Schools Division Superintendent

#82 Military Cut-off, Baguio City

[depedbaguio@deped.gov.ph](mailto:depedbaguio@deped.gov.ph)

**\*\*Applications with Incomplete documents shall not be entertained.**