

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

Electronic copy to be submitted to the CSCFO
CIVIL SERVICE COMMISSION
CSCFO - Baguio City
must be in MS Excel format



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JAN 17 2022

Date: Jan 17 2022 Time: 3:58 PM
Docket/Control No. _____
By: MA. LOUELLA C. MONCADA
Name, Signature & Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the DEPARTMENT OF EDUCATION in the CSC website:

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

Date: January 17, 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	MTCHR2-90158-1998	19	48313	Bachelor of Elementary Education (BEED) or Bachelor's degree + 18 professional units in Education ; 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)		SDO of Baguio City
2	Master Teacher I	MTCHR1-90205-1998	18	43681	Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education ; and 18 units for a Master's degree in Education or its equivalent.	3 years relevant experience	None required	RA 1080 (Teacher)		SDO of Baguio City

3	Teacher I	TCH1-90223-2002	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)	SVNHS (preferably MAPEH major)
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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 28, 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
 - *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

FEDERICO P. MARTIN, EdD, CEEd, CESO V

Schools Division Superintendent

Department of Education

82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.