

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions  
CIVIL SERVICE COMMISSION - CAR  
CSC FO - Baguio City

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

DepED DIVISION OFFICE BAGUIO CITY  
FEB 10 2022  
RECEIVED

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:

RECEIVED  
Date: FEB 10 2022 Time: 10:00 am  
Docket/Control No. \_\_\_\_\_  
By: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

MA. LOUELLA C. MONCADA  
HRMO

Date: February 10, 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	OSEC-DECSB-MTCHR2-90013-2000	19	49835	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 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 relevant training	RA 1080 (Teacher)/ LET/ PBET		Baguio City National High School
2	Master Teacher I	Anticipated vacancy	18	45203	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET		(preferably Filipino Major)

CSC RO Date of Publication  
FEB 10 2022  
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FEB 10 2022

3	Teacher III	Anticipated vacancy	13	29798	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		
4	Teacher II	Anticipated Vacancy	12	27608	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		
5	Teacher I	Anticipated Vacancy	11	25439	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 **February 23, 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.**

Application  
 FEB 10 2022  
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**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 (SY 2018-2019, 2019-2020 and 2020-2021)**;
3. Service Record duly signed by the Administrative Officer V/ 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 Schools Division Office of Baguio City and shall be received at the Records Unit (for Master Teacher I & II positions).

\*Submit documents to the School where the vacancy exist (for Teacher I - III positions).

\*\*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 their application to:

FEDERICO P. MARTIN, EdD, CEEd, CESO V  
Schools Division Superintendent  
82 Military Cut-off, Baguio City

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