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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: March 3, 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	Head Teacher III	HTEACH3-90131- 1998	16	38150	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) LET/PBET		DepEd Division of Baguio City
2	Master Teacher II	MTCHR2-90004- 2005	19	49835	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 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) LET/PBET		DepEd Division of Baguio City
3	Master Teacher I	Anticipated Vacancy	18	45203	Bachelor of Elementary Education (BEED), 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) LET/PBET		

4	Teacher III	Anticipated Vacancy	13	28276	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET		
5	Teacher II	Anticipated Vacancy	12	26052	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET		
6	Teacher I	Anticipated Vacancy	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET		Quezon Hill Elementary School
7	Master Teacher I	MTCHR1-90230-1998	18	45203	Bachelor of Elementary Education (BEED), 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) LET/PBET		DepEd Division of Baguio City
8	Teacher III	Anticipated Vacancy	13	28276	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET		
9	Teacher II	Anticipated Vacancy	12	26052	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET		
10	Teacher I	Anticipated Vacancy	11	23877	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET		Elpidio Quirino Elementary School

11	Teacher I	TCH1-90419-2012	11	23877	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	Lucban Elementary School
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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 **March 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
- *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 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.