

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

RECEIVED
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Docket/Control No. _____
By: MONINA LIZA CHONA O. SALES
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:

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

Date: April 28, 2022

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assessment |
|-----|--|---------------------|------------------------|----------------|--|----------------------------|---------------|----------------------------|----------------------------|------------------------|
| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 1 | TEACHER II | TCH2-90045-2022 | 12 | 27608 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | 1 year relevant experience | None required | RA 1080 (Teacher) LET/PBET | | Aguinaldo Elem. School |
| 2 | TEACHER I | Anticipated Vacancy | 11 | 25439 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) LET/PBET | | Aguinaldo Elem. School |

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 **May 10, 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)

**** 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.