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

**RECEIVED**  
Date: MAR 31 2022 Time: 2:23 PM  
Docket/Control No. \_\_\_\_\_  
By: MONINA LIZA CHONA 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:

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

Date: March 31, 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	School Principal I <i>Leal</i>	SP1-90469-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year, or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher) LET/PBET		DepEd Division of Baguio City
2	School Principal I <i>Arce</i>	SP1-90034-2011	19	49835	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year, or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher) LET/PBET		DepEd Division of Baguio City
3	Master Teacher II <i>Arce</i>	MTCHR2-90163-1998	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
4	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		DepEd Division of Baguio City

5	Master Teacher I	MTCHR1-90035-2008	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 relevant experience	None required	RA 1080 (Teacher) LET/PBET		DepEd Division of Baguio City (Preferably Math major)
6	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		Irisan National High School
7	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		Irisan National High School
8	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		Irisan National High School
9	Teacher I	TCH1-90519-2012	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		Magsaysay National High School
10	Teacher III	TCH3-91798-1998	13	29798	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET		San Carlos Heights Elem. School
11	Teacher II	Anticipated Vacancy	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		San Carlos Heights Elem. School
12	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		San Carlos Heights Elem. School

13	Teacher III	TCH3-90195-2007	13	29798	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET		Lucban Elem. School
14	Teacher II	Anticipated Vacancy	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		Lucban Elem. School
15	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		Lucban Elem. School
16	Teacher III	TCH3-90604-2014	13	29798	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET		Aguinaldo Elem. School
17	Teacher II	Anticipated Vacancy	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
18	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
19	Teacher I	TCH1-90088-2009	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		Mabini 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 **April 11, 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](http://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 and Master Teacher II & I 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.**