



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

22 June 2022

DIVISION MEMORANDUM

No. 178, s. 2022

SUBMISSION OF APPLICATION FOR PUBLIC SCHOOL DISTRICT SUPERVISOR, SCHOOL PRINCIPAL II, MASTER TEACHER II, SPECIAL EDUCATION TEACHER III, TEACHER III (Elem.) AND TEACHER III (SHS) POSITIONS

**TO : ALL DIVISION CHIEFS
 ALL INTERESTED AND QUALIFIED APPLICANTS
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the following vacant positions at the Schools Division of Baguio City:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
(1) Public School District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in Instructional Supervision and School Management	16 hours of relevant training	RA 1080 (Teacher)
(1) School Principal II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
(4) Special Education Teacher III	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hours of relevant training	RA 1080 (Teacher)
(1) Master Teacher II	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)
(1) Teacher III	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher)



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(1) Teacher III (Senior High School)	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)
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2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements on or before **July 4, 2022** at DepEd-Baguio Schools Division Office to be received at the Records Section (for PSDS, Principal and MT position), and to the school where the vacancy exist (for T-III, T-II and T-I position).

3. The following required documents should be submitted in two (2) separate folders (1 original copy and 1 photocopy) which should be properly arranged and labeled:

- a. Application Letter
- b. Self Certification on the Authenticity and Validity of all documents submitted (Form to be downloaded at Depedpines.com)
- c. 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;
- d. Three (3) recent Performance Rating (CY 2018, 2019 and 2020);
- e. Service Record duly signed by the Administrative Officer/Head of Office;
- f. Certificate of Employment or Appointment or Contract of Service or Designation Order;
- g. Authenticated Certificate of Eligibility/Rating/License;
- h. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership);
- i. Authenticated Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;
- j. Certificate of trainings and seminars attended relevant to the position;
- k. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

4. All applications submitted beyond July 4, 2022 will not be accepted.

5. Written examination and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.

6. For any inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section.

7. For information and guidance.

FEDERICO P. MARTIN, EdD, CEdd, CESO V
 Schools Division Superintendent



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