

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

13 July 2022

DIVISION MEMORANDUM

No. 193, s. 2022

SUBMISSION OF APPLICATION FOR, MASTER TEACHER I, TEACHER III (Elem.), TEACHER III (SHS), and ADMINISTRATIVE ASSISTANT III 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
(2) Master Teacher I	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
(2) 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)
(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)
(1) Administrative Assistant III	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First level Eligibility)



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity

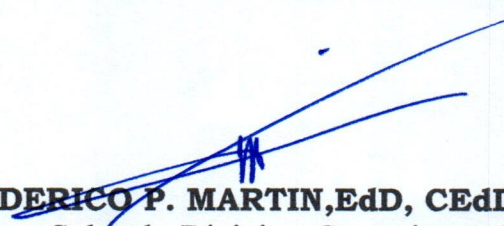


ISO 9001:2015 Certified Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



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

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 25, 2022** at DepEd-Baguio Schools Division Office to be received at the Records Section (for MT and ADAS position), and to the school where the vacancy exist (for T-III (SHS), 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 Masters 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 25, 2022 will not be accepted.**
5. For any inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section.
6. For information and guidance.


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



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019