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CSC FO - Baguio City

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

**RECEIVED**  
Date: Jul 13 2022 Time: 1:18 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.

**MA. LOUELLA C. MONCADA**

Administrative Officer IV (HRMO)

Date: July 13, 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	Master Teacher I	MTCHR1-90047-2021	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	n/a	DepEd Division of Baguio City
2	Teacher III	Anticipated Vacancy	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	n/a	Josefa Cariño Elementary School
3	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	n/a	Josefa Cariño Elementary School
4	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	n/a	Josefa Cariño Elementary School

5	Master Teacher I	MTCHR1-90033-2019	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	n/a	DepEd Division of Baguio City
6	Teacher III	Anticipated Vacancy	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	n/a	Crystal Cave Elementary School
7	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	n/a	Crystal Cave Elementary School
8	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	n/a	Crystal Cave Elementary School
9	Teacher III	TCH3-90955-1998	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	n/a	Rizal Elementary School
10	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	n/a	Rizal Elementary School
11	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	n/a	Rizal Elementary School



12	Teacher III	TCH3-90416-2022	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	n/a	Rizal Elementary School
13	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	n/a	Rizal Elementary School
14	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	n/a	Rizal Elementary School
15	Teacher III (Senior High School)	TCH3-90581-2016	13	29798	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)	n/a	San Vicente National High School
16	Teacher II (Senior High School)	Anticipated Vacancy	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	San Vicente National High School
17	Teacher I (Senior High School)	Anticipated Vacancy	11	25439	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	San Vicente National High School
18	Administrative Assistant III	ADAS3-90013-2018	9	20340	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First level Eligibility)	n/a	DepEd Division of Baguio City

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 **July 25, 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:

\*Application Letter

**\*Self Certification on the Authenticity and Validity of all documents submitted (Form to be downloaded at Depedpines.com)**

\* 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)

\* QUALIFIED APPLICANTS are advised to submit their documents at Deped Division Office to be received by the Records Unit (for MT and ADAS 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.**