

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

CIVIL SERVICE COMMISSION - CAR  
CSC FO - Baguio City  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

**RECEIVED**  
AUG 23 2022 Time: 2:22 PM  
Date: \_\_\_\_\_  
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: August 23, 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 II (Senior High School)	SP2-90075-2016	20	55799	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal	40 hours relevant training	RA 1080 (Teacher) LET/PBET		DepEd Division of Baguio City
2	School Principal I	SP1-90477-2010	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
3	School Principal I	SP1-90479-2010	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
4	Master Teacher II	MTCHR2-90005-2002	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	n/a	DepEd Division of Baguio City
5	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	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	San Vicente 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	San Vicente 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	San Vicente Elementary School
9	Teacher III	TCH3-90026-2005	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 Elem. 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	Josefa Cariño Elem. 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	Josefa Cariño Elem. School
12	Teacher I	TCH1-90420-2017	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	n/a	Mil-An National High School
13	Teacher III	TCH3-90134-2016	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	n/a	Irisan National High School
14	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	n/a	Irisan National High School

15	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	n/a	Irisan National High School
16	Administrative Officer II	ADOF2-90059-2021	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	DepEd Division of Baguio City
17	Administrative Assistant III	ADAS3-90045-2004	9	20340	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position	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 **September 5, 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 NON-TEACHING 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.**