

9	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90088-2017	8	18251.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	School Division of Baguio City
10	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90033-2014	6	16877.00	Completion of two years in College	None Required	None Required	Career Service Sub - Professional (First level Eligibility)		School Division of Baguio City
11	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90031-2014	6	16877.00	Completion of two years in College	None Required	None Required	Career Service Sub - Professional (First level Eligibility)		School Division of Baguio City
12	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90032-2014	6	16877.00	Completion of two years in College	None Required	None Required	Career Service Sub - Professional (First level Eligibility)		School Division of Baguio City
13	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90030-2014	6	16877.00	Completion of two years in College	None Required	None Required	Career Service Sub - Professional (First level Eligibility)		School Division of Baguio City

Interested and qualified applicants should signify your interest in writing indicating the item number and position that you are applying. Attach the following documents to the application letter and submit to the address below not later than **August 22, 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:
- * **Self Certificate 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
- * Performance Rating for the **three (3) recent 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.
- * Submit documents at DepEd-Division of Baguio City and shall be received at 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
 82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

RECEIVED
AUG 09 2022 Time 2:34 PM
Docket/Control No. MONINA LIZA CHONA O. SALES
Name 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

Date: August 9, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency applicable) (if	
1	Head Teacher I	OSEC-DECSB-HTEACH1-90192-2000	14	32321.00	Bachelor's Degree in Secondary education; or Bachelor's Degree with 18 professional units in education with appropriate major	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		Schools Division of Baguio City (Irisan NHS)
2	Head Teacher I	OSEC-DECSB-HTEACH1-90059-2011	14	32321.00	Bachelor's Degree in Secondary education; or Bachelor's Degree with 18 professional units in education with appropriate major	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		Schools Division of Baguio City (Guisad Valley NHS)
3	Head Teacher I	OSEC-DECSB-HTEACH1-90175-2008	14	32321.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree with 18 professional units in education	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		Schools Division of Baguio City (Elementary School)
4	Head Teacher I	OSEC-DECSB-HTEACH1-90020-2016	14	32321.00	Bachelor's Degree in Secondary education; or Bachelor's Degree with 18 professional units in education with appropriate major	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)		Schools Division of Baguio City (Bakakeng NHS)
5	Teacher I	OSEC-DECSB-TCH1-91684-1998	11	25439.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree with 18 professional units in education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Dontogan Elementary)
6	Guidance Counselor II	GUIDC2-90023-2016	12	27608.00	Master's Degree In Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		School Division of Baguio City
7	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-90071-2016	8	18251.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	School Division of Baguio City
8	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-90091-2017	8	18251.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	School Division of Baguio City