

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
Date: AUG 31 2022 Time: 10:0 AM
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 31, 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	Teacher III	TCH3-90100-2008	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	Brookspoint Elementary School
2	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	Brookspoint Elementary School
3	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	Brookspoint Elementary School
4	Teacher III	TCH3-91519-1998	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	Baguio Central School
5	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	Baguio Central School

6	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	Baguio Central School
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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 12, 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

*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)

** 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.