

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: SEP 14 2022 Time: 1:43 PM  
Docket/Control No. \_\_\_\_\_  
By: MONINA LIZA CHONA O. SALES  
Name, Signature  
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: September 14, 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	Special Education Teacher I	OSEC-DECSB-SPET1-90002-2012	14	32321.00	Bachelor's Degree in Secondary Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (BCHNS)
2	Teacher II (Senior High School)	OSEC-DECSB-TCH2-90175-2021	12	27608.00	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)		Schools Division of Baguio City (BCNHS)
3	Teacher III	OSEC-DECSB-TCH3-91033-1998	13	27608.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	2 years relevant experience	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Baguio Central School)
4	Teacher II	Anticipated Vacancy	12	27608.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	1 year relevant experience	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Baguio Central School)
5	Teacher I	Anticipated Vacancy	11	25439.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Baguio Central School)
6	Teacher III	OSEC-DECSB-TCH3-90151-2019	13	27608.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	2 years relevant experience	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (JCES)
7	Teacher II	Anticipated Vacancy	12	27608.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	1 year relevant experience	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (JCES)
8	Teacher I	Anticipated Vacancy	11	25439.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (JCES)
9	Teacher I	OSEC-DECSB-TCH1-90346-2018	11	25439.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Lokan ES)

10	Teacher I	OSEC-DECSB-TCH1-90318-2018	11	25439.00	Bachelor's Degree in Elementary education (BEED); or Bachelor's Degree plus 18 professional units in education	None Required	None Required	RA 1080 (Teacher)		Schools Division of Baguio City (Lalakan ES)
11	Administrative Officer IV ( Supply Officer II)	OSEC-DECSB-ADOF4-90125-2014	15	35097.00	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional (Second level Eligibility)	Preferred qualification: 4 years relevant experience; 40 hours relevant training	School Division of Baguio City
12	Administrative Officer III	OSEC-DECSB-ADOF3-90020-2004	14	32321.00	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional (Second level Eligibility)		School Division of Baguio City
13	Administrative Officer II	OSEC-DECSB-ADOF2-90028-2020	11	25439.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second 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 **September 26, 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](http://www.csc.gov.ph)
- \* Performance Rating for the **three (3) recent rating period (SY 2019-2020, 2020-2021 and 2021-2022)**
- \* 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 (Non-Teaching & SPET I) and School under the vacancy exists (T3 & T2)

**\* 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.**