

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

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CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

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Docket/Control No.:
By: JOHNNY C. VILLANUEVA
Administrative Aide

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: November 7, 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	MTCHR1-90596- 1998	18	45203	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) LET/P3ET	** preferably FILIPINO major	DepEd Division of Baguio City (Preferably Math major)
2	Head Teacher I	HTEACH1-90175- 2008	14	32321	Bachelor's Degree in Elementary Education (BEED); or Bachelor's Degree with 18 professional unit in education	Teacher-in-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher) LET/P3ET	n/a	DepEd Division of Baguio City
3	Teacher III	TCH3-91464- 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/P3ET	n/a	Rizal Elementary School

4	Teacher II	Anticipatec 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/PIBET	n/a	Rizal Elementary School
5	Teacher I	Anticipatec 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/PIBET	n/a	Rizal Elementary School
6	Medical Officer III	MDOF3-90161- 2010	21	62449	Doctor of Medicine	At least 1 year relevant experience in the practice of Medicine	4 hours of relevant training	RA 1080 (Physician's Licensure Exam)	**Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field	DepEd Division of Baguio City
7	Administrative Officer II	ADOF2-90018- 2020	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 (School based)
8	Administrative Officer II	ADOF2-90591- 2022	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 (School based)
9	Administrative Officer II	ADOF2-90592- 2022	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 (School based)
10	Administrative Officer II	ADOF2-90593- 2022	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 (School based)

11	Administrative Officer II	ADOF2-90594-2022	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 (School based)
12	Administrative Officer II	ADOF2-90595-2022	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 (School based)

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 **November 18, 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 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.

* 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 positions)

**** 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.