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CS Form No. 9
Revised 2018

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City
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By: MORINA D. SALES
Senior HR Specialist

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 4, 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 (if applicable)	
1	Teacher II	OSEC-DECSB-TCH2-91031-1998	12	27 608	Bachelor of Secondary Education or Bachelor's Degree plus 18 units in Professional Education with Appropriate Major	None Required	One Year Relevant Experience	LET/ PBET/ Teacher		Pines City National High School
2	Teacher I	Anticipated	11	25 439	Bachelor of Secondary Education or Bachelor's Degree plus 18 units in Professional Education with Appropriate Major	None Required	None Required	LET/ PBET/ Teacher		Pines City National High School

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 14, 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.

* Submit documents to the school where the vacancy exist

** Refer to Regional Memorandum No. 178, s. 2020 for the criteria of assessment or see the HRMO for details

** **QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Whitney A. Dawayen

School Principal III

PCNHS, Palma Street, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.