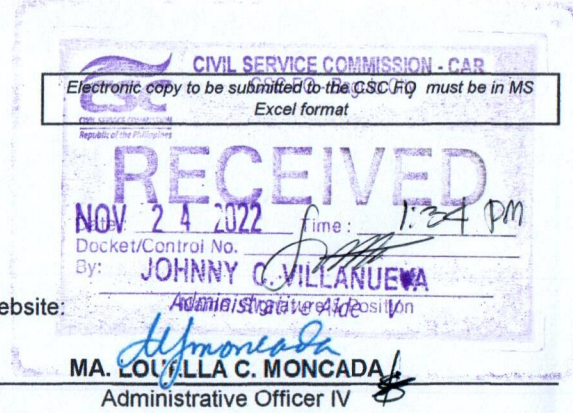


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:



Date: November 24, 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	School Principal I (Junior High School)	OSEC-DECSB-SP1-90002-2014	19	49835.00	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year, or Teacher-in-charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher) LET/PBET		Schools Division of Baguio City
2	Teacher III	OSEC-DECSB-TCH3-90897-2014	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 (Pacday Quinio ES)
3	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 (Pacday Quinio ES)
4	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 (Pacday Quinio ES)
5	Administrative Officer II	OSEC-DECSB-ADOF2-90007-2019	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
6	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90042-2004	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
7	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90044-2004	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 **December 5, 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 (CY 2019, 2020 and 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 (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.