

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

NOV 08 2022  
Date: NOV 08 2022 Time: 2:18 PM  
Docket/Control No.  
By: MONINA L. 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: November 8, 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	Administrative Aide III (Clerk I)	OSEC- DECSB-ADA3- 90092-2004	3	14125	Completion of two- year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub- professional)/ First Level Eligibility		Baguio City 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 21, 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.**

**Requirments:**

\*Submit 2 sets of documents - 1 folder for the original copies and 1 folder photocopy of the following:

1. Application Letter
2. Self Certification on the Authenticity and Validity of all documents submitted (Form to be downloaded at [depedpines.com](http://depedpines.com))
3. 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);

4. Performance rating for the **three (3) recent rating periods (SY 2019-2020, 2020-2021 and 2021-2022)**;
5. Service Record duly signed by the Administrative Officer V/ Head of Office;
6. Certificate of Employment, or Appointment or Contract of Service;
7. Authenticated Certificate of Eligibility/Rating/License (whichever is applicable);
8. Outstanding/Meritorious Accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership);
9. Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate;
10. Certificate of Trainings and Seminars attended relevant to the position applied for (with complete attachments); and
11. Other pertinent documents with table of contents and proper tabbings.

\*Submit documents at Schools Division Office of Baguio City and shall be received at the Records Unit.

\*\*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 their application to:

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**

Schools Division Superintendent

82 Military Cut-off, Baguio City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**