



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
 BAGUIO CITY

RELEASED
 DATE: JAN 12 2023
 TIME: 9:29
 BY: MEF

January 11, 2023

DIVISION MEMORANDUM

No. 012, s. 2023

**NOTICE OF VACANT POSITIONS IN THE
 SCHOOLS DIVISION OF BAGUIO CITY**

TO : **ALL CHIEF EDUCATION SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOL HEADS
 INTERESTED AND QUALIFIED APPLICANTS
 OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the following vacant positions at the Schools Division of Baguio City:

No.	Position Title (Parenthetical Title, if applicable)	Qualification Standards			
		Education	Experience	Training	Eligibility
1	Public School District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in Instructional Supervision and School Management	16 hours of relevant training	RA 1080 (Teacher)
2	School Principal III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
3	School Principal II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

4	Assistant School Principal II (Senior High School)	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)
5	Master Teacher II	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher) LET/PBET
6	Master Teacher I (3)	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) LET/PBET
7	Teacher III (12)	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/PBET
8	Teacher II (14)	Bachelor of Elementary Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET

"DepEd SDO Baguio City: We Serve, We Care."





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

		(BEEEd) or Bachelor's degree plus 18 professional units in Education			
9	Teacher I (15)	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET
10	Administrative Assistant III (2)	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position
11	Administrative Assistant III (Senior Bookkeeper)	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position
12	Administrative Assistant II (Clerk IV) (5)	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position
13	Special Education Teacher II	Bachelor's degree in Education with specialization in Special Education	1 year experience as Special Education Teacher	4 hours of relevant training	RA 1080 (Teacher)
14	Special Education Teacher I (2)	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)

2. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMOs, through the Records Division/Section/Unit or the sub-committee designated by the Head of Office to perform the function of receiving application



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
 Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

documents, on or before **January 23, 2023** at DepEd-Baguio Schools Division Office to be received at the Records Section.

3. The following mandatory requirements should be properly arranged and labeled which are as follows:

- a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) and Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph;
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;
- d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
- h. Omnibus Sworn Statement; (**downloadable at www.depedpines.com**)
- i. Checklist of Requirements; and (**downloadable at www.depedpines.com**)
- j. Other documents as may be required.

4. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that online submission of electronic copies of the above enumerated application documents at e-add: sdobaguiio.hrmo@gmail.com may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

5. Applicants who failed to submit mandatory documentary requirements beyond January 24, 2023 shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirement shall not warrant exclusion from the pool of official applicants.

6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

7. Written examination, skills test and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.

8. For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.

9. For your information and guidance.

FEDERICO P. MARTIN EdD, CEEd, CESO V
Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019

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:

RECEIVED
JAN 11 2023 Time: 9:01 AM
Docket/Control No. _____
By: **JOHNNY C. VILLANUEVA**
Administrative Assistant

MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: January 10, 2023

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	Master Teacher I	MTCHR1-90038-2019	18	45203	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)	n/a	Mil-An NHS (Preferably MATH)
2	Teacher III	Anticipated Vacancy	13	29798	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)	n/a	Mil-An NHS
3	Teacher II	Anticipated Vacancy	12	27608	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher)	n/a	Mil-An NHS
4	Teacher I	Anticipated Vacancy	11	25439	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)	n/a	
5	Master Teacher I	MTCHR1-90202-1998	18	45203	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)	n/a	Baguio Central School
6	Teacher III	Anticipated Vacancy	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)	n/a	Baguio Central School
7	Teacher II	Anticipated 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)	n/a	Baguio Central School

8	Teacher I	Anticipated 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)	n/a	
9	Teacher III	TCH3-91008-1998	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)	n/a	Baguio Central School
10	Teacher II	Anticipated 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)	n/a	Baguio Central School
11	Teacher I	Anticipated 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)	n/a	Baguio Central School
12	Teacher III	TCH3-90074-2006	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)	n/a	Quezon Hill ES
13	Teacher II	Anticipated 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)	n/a	Quezon Hill ES
14	Teacher I	Anticipated 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)	n/a	Quezon Hill ES
15	Teacher III	TCH3-90956-1998	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)	n/a	Quezon Hill ES
16	Teacher II	Anticipated 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)	n/a	Quezon Hill ES
17	Teacher I	Anticipated 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)	n/a	Quezon Hill ES
18	Teacher II	TCH2-90993-1998	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)	n/a	Quezon Hill ES

19	Teacher I	Anticipated 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)	n/a	Quezon Hill ES
20	Teacher III	TCH3-91076-1998	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)	n/a	Doña Nicasia J. Puyat ES
21	Teacher II	Anticipated 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)	n/a	Doña Nicasia J. Puyat ES
22	Teacher I	Anticipated 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)	n/a	Doña Nicasia J. Puyat ES
23	Teacher III	TCH3-90412-2021	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)	n/a	Josefa Cariño ES
24	Teacher II	Anticipated 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)	n/a	Josefa Cariño ES
25	Teacher I	Anticipated 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)	n/a	Josefa Cariño ES
26	Teacher III	TCH3-90205-2007	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)	n/a	Magsaysay ES
27	Teacher II	Anticipated 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)	n/a	Magsaysay ES
28	Teacher I	Anticipated 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)	n/a	Magsaysay ES
29	Teacher III	TCH3-90054-2018	13	29798	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)	n/a	Sto. Tomas NHS

30	Teacher II	Anticipated Vacancy	12	27608	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher)	n/a	Sto. Tomas NHS
31	Teacher I	Anticipated Vacancy	11	25439	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)	n/a	Sto. Tomas NHS
32	Special Education Teacher II	SPET2-90423-2022	15	35097	Bachelor's degree in Education with specialization in Special Education	1 year experience as Special Education Teacher	4 hours of relevant training	RA 1080 (Teacher)	n/a	SDO OF Baguio City
33	Special Education Teacher I	Anticipated Vacancy	14	32321	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	n/a	SDO OF Baguio City
34	Special Education Teacher I	SPET1-90002-2012	14	32321	Bachelor's degree in Secondary Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	n/a	SDO OF Baguio City
34	Teacher II	TCH2-90030-2005	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)	n/a	Rizal ES
35	Teacher I	Anticipated 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)	n/a	Rizal ES
36	Teacher I	TCH1-90226-2018	11	25439	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)	n/a	PCNHS

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 **January 23, 2023**

*****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**

Requirements:

- * Duly accomplished **Annex C-CHECKLIST OF REQUIREMENTS and OMNIBUS SWORN STATEMENT CERTIFICATION** (to be downloaded at www.depedpines.com)
- * Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- * Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) and Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph
- * Photocopy of the Performance Ratings in the last rating period(s) covering 1 year performance prior to the assessment, if applicable
- * Photocopy of valid and updated PRC License/ID, if applicable
- * Photocopy of Certificate of Eligibility/Report of rating, if applicable
- * Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- * **Other documents required under Annex C, item k**

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

MA. LOUELLA C. MONCADA

Human Resource Development Officer

82 Military Cut Off, Baguio City

malouella.moncada@deped.gov.ph

*Submit to the school where the vacancy exist (for T-III, T-II, T-I position)

*Submit at Division Office to be received by the records unit for the MT and other non-teaching positions

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

To: CIVIL SERVICE COMMISSION (CSC)

RECEIVED
Date: JAN 11 2023 Time: 9:01 AM
Docket/Control No. _____
By: JOHANNY C. VILLANUEVA
Administrative Officer IV (HRMO)

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: January 10, 2023

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	Public School District Supervisor	PSDS-90031-2014	22	69963	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in Instructional Supervision and School Management	16 hours of relevant training	RA 1080 (Teacher)	n/a	DepEd Division of Baguio City
2	School Principal III	SP3-90001-2011	21	62449	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)	n/a	DepEd Division of Baguio City
3	School Principal II	SP2-90205-2010	20	55799	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)	n/a	DepEd Division of Baguio City
4	Assistant School Principal II (Senior High School)	ASP2-90072-2016	19	49835	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)	n/a	DepEd Division of Baguio City
5	Master Teacher II	MTCHR2-90150-1998	19	49835	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	DepEd Division of Baguio City

6	Master Teacher I	Anticipated Vacancy	18	45203	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	DepEd Division of Baguio City
7	Teacher III	Anticipated Vacancy	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/PBET	n/a	Lucban Elementary School
8	Teacher II	Anticipated 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/PBET	n/a	Lucban Elementary School
9	Teacher I	Anticipated 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/PBET	n/a	
10	Teacher III	TCH3-90967-1998	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)	n/a	Lucban Elementary School
11	Teacher II	Anticipated 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)	n/a	Lucban Elementary School
12	Teacher I	Anticipated 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)	n/a	Lucban Elementary School
13	Teacher III	TCH3-91017-1998	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)	n/a	Rizal Elementary School
14	Teacher II	Anticipated 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)	n/a	Rizal Elementary School
15	Teacher I	Anticipated 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)	n/a	Rizal Elementary School
16	Administrative Assistant III	ADAS3-90020-2018	9	20402	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	(Preferably Accounting, Management accounting, Financial Management Graduate)	DepEd Division of Baguio City

17	Administrative Assistant III	ADAS3-90023-2018	9	20402	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	n/a	DepEd Division of Baguio City (Mil-An NHS)
18	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90058-2017	9	20402	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	(Preferably Accounting, Management accounting, Financial Management Graduate)	DepEd Division of Baguio City (Accounting Unit)
19	Administrative Assistant II (Clerk IV)	ADAS2-90074-2016	8	18251	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	n/a	DepEd Division of Baguio City (Planning Unit)
20	Administrative Assistant II (Clerk IV)	ADAS2-90072-2016	8	18251	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	n/a	DepEd Division of Baguio City (BCNSHS)
21	Administrative Assistant II (Clerk IV)	ADAS2-90080-2016	8	18251	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	n/a	DepEd Division of Baguio City (BCNSHS)
22	Administrative Assistant II (Clerk IV)	ADAS2-90035-2014	8	18251	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	(Preferably Accounting, Management accounting, Financial Management Graduate)	DepEd Division of Baguio City (Personnel Unit-Payroll)
23	Administrative Assistant II (Clerk IV)	ADAS2-90090-2017	8	18251	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	(Preferably Accounting, Management accounting, Financial Management Graduate)	DepEd Division of Baguio City (Personnel Unit-Payroll)

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 **January 23, 2023**

*****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:

- * Duly accomplished **Annex C-CHECKLIST OF REQUIREMENTS and OMNIBUS SWORN STATEMENT CERTIFICATION** (to be downloaded at www.depedpines.com)
- * Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- * Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) and Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph
- * Photocopy of the Performance Ratings in the last rating period(s) covering 1 year performance prior to the assessment, if applicable
- * Photocopy of valid and updated PRC License/ID, if applicable
- * Photocopy of Certificate of Eligibility/Report of rating, if applicable
- * Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- * **Other documents required under Annex C, item k**

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

MA. LOUELLA C. MONCADA

Human Resource Development Officer

82 Military Cut Off, Baguio City

malouella.moncada@deped.gov.ph

*Submit to the school where the vacancy exist (for T-III, T-II, T-I position)

*Submit at Division Office to be received by the records unit for the MT and other non-teaching positions

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.