

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: JOHNNY C. MILLANJERA
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.