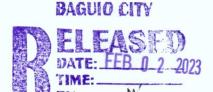


Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OF BAGUIO CITY



DEPED DIVISION OFFICE

February 1, 2023

| DIVISION | MEMORANDUM |
|----------|-------------------|
|----------|-------------------|

No. ______, 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 (Parenthetica I Title, if | Qualification Standards | | | | | | | |
|-----|--|---|---------------|----------------------------------|----------------------------|--|--|--|--|
| | applicable) | Education | Training | Experience | Eligibility | | | | |
| 1 | Teacher III | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | Two Years Relevant Experience | LET/ PBET/ Teacher RA 1080 | | | | |
| 2 | Teacher II | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | One Year Relevant Experience | LET/ PBET/ Teacher RA 1080 | | | | |
| 3 | Teacher I | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | None Required | LET/ PBET/ Teacher RA 1080 | | | | |

| | Position Title | | Qualification Standards | | | | | | |
|-----|---|-----------|-------------------------------------|----------------------------------|--|--|--|--|--|
| No. | (Parenthetical Title, if applicable) | Education | Training | Experience | Eligibility | | | | |
| 1 | Administrative Officer IV Bachelor's Degree relevant to | | Four (4) hours of relevant training | One (1) year relevant experience | Career Service Professional (Second Level Eligibility) | | | | |









Republic of the Philippines

Department of Education CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OF BAGUIO CITY

- 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 documents, on or before February 10, 2023 at DepEd-Baguio Schools Division Office to be received at the Records Section.
- 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.
- 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: sdobaguio.hrmo@gmail.com may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
- Applicants who failed to submit mandatory documentary requirements beyond **February 10, 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.
- 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.
- Written examination, skills test and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.
- For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.

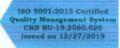
For your information and guidance.

FEDERICO P. MARTIN EdD, CEdD, CESO V

Schools Division Superintendent







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

Electronic copy to be submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the CSC FO must over the many submitted to the control of the many submitted to the control of the many submitted to the many submitted to the many submitted to the control of the many submitted to the many submitted to the control of the control of the many submitted to the control of the c

ARVICE COMMISSION

JAN 3 1 2023 Time: 973 Som

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

Date: Ja

January 31, 2023

| | Position Title (Parenthetical | Plantilla Item | Salary/ Job/ | Monthly | | | | | | |
|-----|-------------------------------|------------------------------------|-----------------|---------|--|---------------|-------------------------------------|-------------------------------|-------------------------------|---|
| No. | Title, if applicable) | No. | Pay Grade | Salary | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of Assignment |
| 1 | Teacher III | OSEC-DECSB- TCH3-90055- 2005 | 13 | 31 320 | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | Two Years Relevant Experience | LET/ PBET/ Teacher RA 1080 | | Pines City National High School, Palma St., Baguio City |
| 2 | Teacher II | Anticipated Vacancy | 12 | 29 165 | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | One Year Relevant Experience | LET/ PBET/ Teacher RA 1080 | | Pines City National High School, Palma St., Baguio City |

| 3 Teacher I | Anticipated Vacancy | 11 | 27 000 | Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major | None Required | None Required | LET/ PBET/ Teacher RA 1080 | | Pines City National High School, Palma St., Baguio City |
|-------------|------------------------|----|--------|--|---------------|---------------|-------------------------------|--|---|
|-------------|------------------------|----|--------|--|---------------|---------------|-------------------------------|--|---|

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before February 10, 2023

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
- * Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- * Photocopy of the Performance Rating 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 applicable
- * Other documents required under Annex C, item K

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

| Danilo P. Gayao |
|---------------------------|
| School Principal IV |
| Palma Street, Baguio City |
| pcnhspersonnel@yahoo.com |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

^{**&}quot;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"

Republic of the Philippines DEPARTMENT OF EDUCATION

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

Docket/Control No.

JOHNNY C. VILLANUEVA

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the action of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the action of the following vacant positions.

MA. LOUELLA C. MONCADA

Administrative Officer IV

Date:

January 31, 2023

| | Position Title | Diantilla Itam | Salary/ | Monthly | | Qua | alification Standa | ards | | |
|-----|--|-------------------------------------|----------------------|-------------------|---------------------------------------|-------------------------------------|--|---|----------------------------|------------------------------------|
| No. | (Parenthetical Title, if applicable) | Plantilla Item No. | Job/ Pay Grade | Monthly Salary | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of Assignment |
| 1 | Administrative Officer IV | OSEC-DECSB- ADOF4-90023- 2004 | 15 | 36 619 | Bachelor's Degree relevant to the job | Four (4) hours of relevant training | One (1) year relevant experience | Career Service Professional (Second Level Eligibility) | | Pines City National High School |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before February 10, 2023

Requirements

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- * 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 applicable
- * Other documents required under Annex C, item K

^{**&}quot;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"

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

| | MARTIN EdD,CEdD,CESO V |
|----------|--------------------------|
| Schools | Division Superintendent |
| 82 Milit | ary Cut-off, Baguio City |
| sdoba | aguio.hrmo@gmail.com |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.