



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

DEPED DIVISION OFFICE
 BAGUIO CITY

RELEASED
 DATE: FEB 10 2023
 TIME: _____
 BY: _____

February 10, 2023

DIVISION MEMORANDUM

No. 055, 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)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Master Teacher II	MTCHR2-90147-1998	19	51357	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	Division of Baguio City
2	Master Teacher I	Anticipated Vacancy	18	46725	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	Division of Baguio City
3	Teacher III	Anticipated Vacancy	13	31320	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	Josefa Cariño Elem. School
4	Teacher II	Anticipated Vacancy	12	29165	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	Josefa Cariño Elem. School
5	Teacher I	Anticipated Vacancy	11	27000	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	
6	Master Teacher II	MTCHR2-90159-1998	19	51357	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	Division of Baguio City

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

Address: 82 Military Cut-off Road, Baguio City
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 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



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7	Master Teacher I	Anticipated Vacancy	18	46725	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	Division of Baguio City
8	Teacher III	Anticipated Vacancy	13	31320	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	Pinsao Elem. School
9	Teacher II	Anticipated Vacancy	12	29165	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	Pinsao Elem. School
10	Teacher I	Anticipated Vacancy	11	27000	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	
11	Teacher III	TCH3-90228-2022	13	31320	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	Dominican Mirador Elem. School
12	Teacher II	Anticipated Vacancy	12	29165	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	Dominican Mirador Elem. School
13	Teacher I	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Dominican Mirador Elem. School
14	Teacher III	TCH3-90038-2009	13	31320	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	Jose P. Laurel Elem. School
15	Teacher II	Anticipated Vacancy	12	29165	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	Jose P. Laurel Elem. School
16	Teacher I	Anticipated Vacancy	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Jose P. Laurel Elem. School

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 documents, on or before **February 21, 2023** at DepEd-Baguio Schools Division Office to be received at the Records Section.



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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: sdobaguio.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 **February 22, 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