



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

March 9, 2023

**DIVISION MEMORANDUM**

No. 099, 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				Competency (if applicable)	Place of Assignment
					Education	Experience	Training	Eligibility		
1	Education Program Supervisor	EPSVR-90076-2010	22	71,511.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)	Preferably English Major	Schools Division of Baguio City-Curriculum and Implementation Division
2	Senior Education Program Specialist	SREPS-90031-2014	19	51,357.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080; CS (Professional) Appropriate eligibility for Second Level Position	n/a	Schools Division of Baguio City-Schools Governance and Operations Division (School Mobilization and Networking)
3	Engineer III	ENG3-90013-2014	19	51,357.00	Bachelor's degree relevant to the job	2 years experience	8 hours of relevant training	RA 1080 (Engineer/Architect)	Preferably Civil Engineer	Schools Division of Baguio City-Schools Governance and Operations Division
4	Administrative Officer II	ADOF2-90052-2021	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	DepEd Division of Baguio City (School based)
5	Master Teacher I	MTCHR1-90201-1998	18	46,725.00	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	Schools Division of Baguio City
6	Teacher III	Anticipated Vacancy	13	31,320.00	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	Fort del Pilar Elem. School





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7	Teacher II	Anticipated Vacancy	12	29,165.00	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	Fort del Pilar Elem. School
8	Teacher I	Anticipated Vacancy	11	27,000.00	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	
9	Teacher III	TCH3-90006-2014	13	31,320.00	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	Baguio Central School
10	Teacher II	Anticipated Vacancy	12	29,165.00	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	Baguio Central School
11	Teacher I	Anticipated Vacancy	11	27,000.00	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	

2. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMO, 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 **March 20, 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](http://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](http://www.depedpines.com)*)
- i. Checklist of Requirements; and (*downloadable at [www.depedpines.com](http://www.depedpines.com)*)
- j. Other documents as may be required.



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

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





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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](mailto: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 **March 20, 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



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