



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

DEPED DIVISION OFFICE
 BAGUIO CITY
RELEASED
 DATE: MAR 22 2023
 TIME: _____
 BY: _____

March 21, 2023

DIVISION MEMORANDUM

No. 122, 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	School Principal II	SP2-90075-2016	20	57347	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal	40 hours relevant training	RA 1080 (Teacher) LET/PBET	n/a	DepEd Division of Baguio City
2	Teacher III	TCH3-90602-2014	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	Pacday Quinio Elementary School
3	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	Pacday Quinio Elementary School
4	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	Pacday Quinio Elementary School
5	Teacher III	TCH3-90330-2014	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	Baguio Central School
6	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	Baguio Central School
7	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	Baguio Central School
8	Teacher III	TCH3-90212-2021	13	31320	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) LET/PBET	n/a	Mil-An National High School



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 Website: www.depedpines.com | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)

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9	Teacher II	Anticipated Vacancy	12	29165	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) LET/PBET	n/a	Mil-An National High School
10	Teacher I	Anticipated Vacancy	11	27000	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) LET/PBET	n/a	Mil-An National High School
11	Teacher III	TCH3-90439-2022	13	31320	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) LET/PBET	n/a	Mil-An National High School
12	Teacher II	Anticipated Vacancy	12	29165	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) LET/PBET	n/a	Mil-An National High School
13	Teacher I	Anticipated Vacancy	11	27000	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) LET/PBET	n/a	Mil-An National High School
14	Administrative Assistant III	ADAS3-90015-2018	9	21129	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)	n/a	DepEd Division of Baguio City

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 **April 3, 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.



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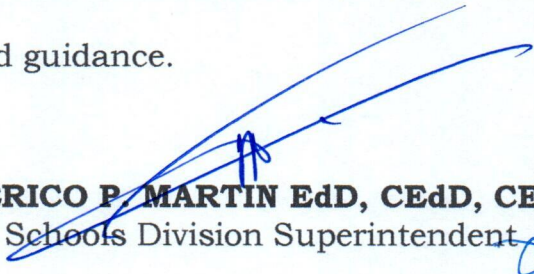
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4. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that online submission of electronic copies of the above enumerated application documents at e-add: sdobaguio.hrmo@gmail.com may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Applicants who failed to submit mandatory documentary requirements beyond **April 3, 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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