

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

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:

**RECEIVED**  
Date: MAR 09 2023 Time: 2:12 pm  
Docket/Control No. \_\_\_\_\_  
By: **MONINA LIZA CHONA O. SALES**  
Senior HR Specialist

**MA. LOUELLA C. MONCADA**  
Administrative Officer IV (HRMO)

Date: **March 9, 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	Education Program Supervisor	EPSVR-90076-2010	22	71511	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	51357	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	51357	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	27000	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	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	Schools Division of Baguio City

6	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	Fort del Pilar Elem. School
7	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	Fort del Pilar Elem. School
8	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	
9	Teacher III	TCH3-90006-2014	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
10	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
11	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	

**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 March 20, 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](http://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](http://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

[sdobaguio.hrmo@gmail.com](mailto:sdobaguio.hrmo@gmail.com)

\*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.**