



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

DEPED DIVISION OFFICE
 BAGUIO CITY
RECEIVED
 DATE: April 12, 2023
 TIME:
 BY:

April 13, 2023

DIVISION MEMORANDUM

No. 140, 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:

| | | | | | | | | | | |
|---|--|------------------|----|-------|---|---|------------------------------|---|---|-------------------------------|
| 1 | Public School District Supervisor | PSDS-90037-2014 | 22 | 71511 | Master's Degree in Education or other relevant Master's Degree | 5 years cumulative experience in Instructional Supervision and School Management | 16 hours relevant training | RA 1080 (Teacher) LET/PBET | n/a | DepEd Division of Baguio City |
| 2 | School Principal III | SP3-90168-2010 | 21 | 63997 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management | 2 years as Principal | 40 hours relevant training | RA 1080 (Teacher) LET/PBET | n/a | DepEd Division of Baguio City |
| 3 | School Principal II | SP2-90071-2016 | 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 |
| 4 | School Principal I | SPI-90480-2010 | 19 | 51357 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management | Head Teacher (HT) for 1 year, or Teacher-in-charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5 years | 40 hours relevant training | RA 1080 (Teacher) LET/PBET | n/a | DepEd Division of Baguio City |
| 5 | Education Program Specialist II | EPS2-90033-2014 | 16 | 39672 | Bachelor's Degree in Education or it's equivalent relevant to the job | 2 years experience in education, research, development, implementation or other relevant experience | 4 hours relevant training | Career Service Professional (Second Level Eligibility) | Preferably with experience as ALS - Teacher | DepEd Division of Baguio City |
| 6 | Administrative Officer II | ADOF2-90026-2020 | 11 | 2700 | Bachelor's Degree equivalent relevant to the job | None Required | None Required | Career Service Professional (Second Level Eligibility) | n/a | DepEd Division of Baguio City |
| 7 | Administrative Assistant II | ADAS2-90025-2018 | 8 | 19744 | 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 | Mil-an National High School |
| 8 | Administrative Assistant II (Disbursing Officer) | ADAS2-90020-2014 | 8 | 19744 | Completion of two years in college | 1 year of relevant experience | 4 hours of relevant training | Career Service Sub-Professional (First Level Eligibility) | (Preferably Accounting, Management Accounting, Financial Management Graduate) | Roxas National High School |
| 9 | Administrative Assistant II | ADAS2-90088-2017 | 8 | 19744 | Completion of two years in college | 1 year of relevant experience | 4 hours of relevant training | Career Service Sub-Professional (First Level Eligibility) | (Preferably Accounting, Management Accounting, Financial Management Graduate) | DepEd Division of Baguio City |

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

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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|----|------------------------------------|----------------------------|---|-------|------------------------------------|---------------|---------------|---|--------------------------------|
| 10 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-90041-2004 | 6 | 17553 | Completion of two years in College | None Required | None Required | Career Service Sub - Professional (First level Eligibility) | School Division of Baguio City |
| 11 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-90043-2004 | 6 | 17553 | Completion of two years in College | None Required | None Required | Career Service Sub - Professional (First level Eligibility) | School 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 24, 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.

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 24, 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.



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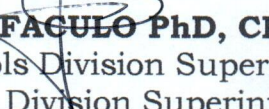
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7. Written examination, skills test and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.
8. For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
9. For your information and guidance.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

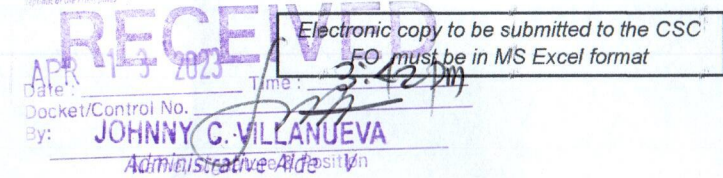


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Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:

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

Date: **04/13/2023**

| 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 | Public School District Supervisor | PSDS-90037-2014 | 22 | 71511 | Master's Degree in Education or other relevant Master's Degree | 5 years cumulative experience in Instructional Supervision and School Management | 16 hours relevant training | RA 1080 (Teacher) LET/PBET | n/a | DepEd Division of Baguio City |
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| 11 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-90043-2004 | 6 | 17553 | Completion of two years in College | None Required | None Required | Career Service Sub - Professional (First level Eligibility) | School Division of Baguio City |

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 April 24, 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)
- * 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
- * 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 Management Officer

82 Military Cut Off, Baguio City

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.