

CS Form No. 9
Revised 2018

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

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By: JOHNNY C. VILLANUEVA
Administrative Aide

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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
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 III	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, iplementation 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

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

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.