

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City
2023-05-03-290
RECEIVED
MAY 03 2023
By: JOHNNY C. M. LANGEVA
Name, Signature & Position

Electronic copy to be submitted to the CSC FO
DepED DIVISION OFFICE
BAGUIO CITY
RELEASE
MAY 03 2023
By: M
Time: _____ CTRL No.: _____

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: May 3, 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 | Teacher III | TCH3-90014-2014 | 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 | Josefa Carino Elementary School |
| 2 | Special Education Teacher II | SPET2-90423-2022 | 15 | 35097 | Bachelor's degree in Education with specialization in Special Education | 1 year experience as Special Education Teacher | 4 hours of relevant training | RA 1080 (Teacher) | n/a | SDO OF Baguio City |
| 3 | Special Education Teacher I | SPET1-90014-2018 | 14 | 32321 | Bachelor's degree in Education with specialization in Special Education | None required | None required | RA 1080 (Teacher) | n/a | SDO OF Baguio City |
| 4 | Teacher II (Senior High School) Academic Track | TCH2-90179-2021 | 12 | 29165 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject | None required | None required | RA 1080 (Teacher) | n/a | BCNHS |

| | | | | | | | | | | |
|---|--|-----------------|---|-------|--------------------------------|---------------|---------------|---------------|-----|--------------------|
| 5 | Administrative Aide I (Utility Worker) | ADA1-90238-2004 | 1 | 13000 | Must be able to read and write | None required | None required | None required | n/a | SDO of Baguio City |
| 6 | Administrative Aide I (Utility Worker) | ADA1-90235-2004 | 1 | 13000 | Must be able to read and write | None required | None required | None required | n/a | SDO 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 May 15, 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) **SHOULD BE NOTARIZED**
- * 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 **SHOULD BE NOTARIZED**
- * 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.