

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

RECEIVED
MAY 29 2023 Time: 3:38 PM

Docket/Control No. _____
By: **MONINA LIZA CHONA O. SALES**
Name, Signature & Position
Senior HR Specialist

DepED DIVISION OFFICE
BAGUIO CITY

Electronic applications submitted to the CSC must be in MS-Excel format

RELEASED
JUN 01 2023

By: _____
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:

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

Date: **May 29, 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	Special Education Teacher III	SPET3-90106-2008	16	39672	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	SDO of Baguio City (Baguio SPED Center)
2	Teacher III	TCH3-90135-2019	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	Manuel L. Quezon Elementary School
3	Teacher III	TCH3-90398-2007	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	Apolinario Mabini Elementary School
4	Teacher III	TCH3-90247-2016	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	Pinget National High School
5	Administrative Officer II	ADOF2-90058-2021	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	SDO of Baguio City (School based)

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 June 9, 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) **TO 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) **TO 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.