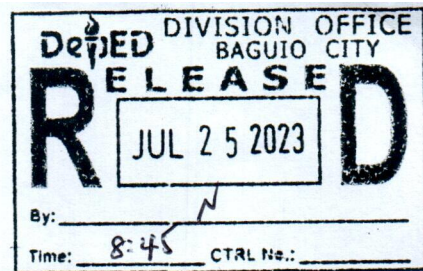




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 20, 2023

**DIVISION MEMORANDUM**

No. 293-2023

**NOTICE OF VACANT POSITION 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**

This is to inform all interested and qualified applicants of the following vacant position at the Schools Division of Baguio City:

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	OSEC-DECSB-TCH3-90142-2016	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	Baguio City High School

2. All interested applicants to the vacant position, whether internal or external to DepEd, shall submit the following documentary requirements to the Division HRMO, through the School or authorized personnel to perform the function of receiving application document, on or before **August 1, 2023**.

3. The following mandatory requirements should be properly arranged and labeled which are as follows:

- 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) should be notarized and Work Experience Sheet, if applicable which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Photocopy of Certificate of Eligibility/ Rating/ License/ ID;
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;

"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: [depedbaguioity@gmail.com](mailto:depedbaguioity@gmail.com)  
 Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://facebook.com/DepedTayoBaguioCity)

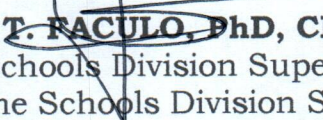


ISO 9001:2015 Certified  
 Quality Management  
 CRN RU-19.2560  
 Issued on 12/27/2021



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

- g. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
  - h. Omnibus Sworn Statement (; *downloadable at [www.depedpines.com](http://www.depedpines.com)*
  - i. Checklist of Requirements; and (*downloadable at [www.depedpines.com](http://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](mailto: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 **August 1, 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 and notarized. Any false and fraudulent document submitted shall be grounds for disqualification.
7. Written examination, skills test and interview of qualified applicants for the aforementioned vacant position shall be announced in a separate memorandum.
8. For further inquiries and clarifications, please visit Ms. Myline P. James, Administrative Officer IV, Baguio City High School, Gov. Pack Rd., Baguio City or contact her at 442-4882.
9. For your information and guidance.

  
**SORAYA T. FACULO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

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

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



**RECEIVED**  
JUL 20 2023 Time: 1:45 PM

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:

Let/Control No. \_\_\_\_\_  
**MA. LOUELLA C. MONCADA** **LIZA CHONA O. SALES**  
Administrative Officer IV (HRMO) Senior HR Specialist

Date: July 20, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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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 **August 1, 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) **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](http://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**

**\*\* Refer to Deped Order No. 007, s. 2023 on the "Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education" for the criteria of assessment**

**WHITNEY A. DAWAYEN**  
Secondary School Principal IV  
BCHS-Gov. Pack Rd., Baguio City  
[305269@deped.gov.ph](mailto:305269@deped.gov.ph)

\*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.**