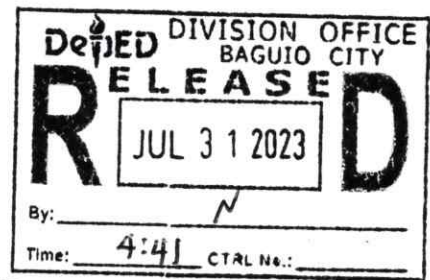




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 31, 2023

DIVISION MEMORANDUM

No. 301-2023

NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF BAGUIO CITY

TO : **CHIEF EDUCATION SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOL HEADS
 INTERESTED AND QUALIFIED APPLICANTS
 ALL OTHERS CONCERNED**

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

No.	Position Title (Parentetical 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	School Principal II	SP2-90204-2010	20	55799	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
2	School Principal I	SP1-90473-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 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 of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
3	Master Teacher II	MTCHR2-90059-2016	19	51357	Bachelor of Secondary education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
4	Teacher III	TCH3-90128-2016	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	Magsaysay National High School
5	Teacher II	TCH2-90361-2017	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Mil-An National High School
6	Teacher II (Senior High School) Academic Track	TCH2-90178-2021	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	Irisan National High School
7	Teacher I (Senior High School) Academic Track	TCH1-90372-2016	11	27000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	Mil-An National High School
8	Teacher I	TCH1-94567-1998	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Mil-An National High School



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 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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SCHOOLS DIVISION OF BAGUIO CITY

9	Teacher I	TCH1-90117-2004	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Joaquin Smith National High School
10	Special Education Teacher III	SPET3-90003-2014	16	39672	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hours of relevant training	PBET/LET/RA1080 (Teacher)	n/a	SDO of Baguio City (Baguio SPED Center)
11	Teacher III	TCH3-90551-2019	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	Quezon Hill Elementary School
12	Teacher III	TCH3-90150-2019	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	Josefa Carino Elementary School
13	Teacher III	TCH3-90092-2018	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
14	Teacher II	TCH2-91382-1998	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Mabini Elementary School
15	Teacher II	TCH2-90963-1998	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Pinsao Elementary School
16	Teacher II	TCH2-90147-2018	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Irisan Elementary School
17	Teacher II	TCH2-90951-1998	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Manuel L. Quezon Elementary School
18	Teacher I	TCH1-90317-2018	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
19	Teacher I	TCH1-90274-2018	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
20	Teacher I	TCH1-90076-2004	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
21	Administrative Assistant III	ADAS3-90030-2014	9	21129	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	Schools 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 **August 11, 2023** at DepEd-Baguio Schools Division Office to be received at the Records Section.



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SCHOOLS DIVISION OF BAGUIO CITY

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 **August 11, 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.
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

For the Office of the Schools Division Superintendent


NIEVES D. EBANIO
Administrative Officer V

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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: July 31, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment
1	School Principal II	SP2-90204-2010	20	55799	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
2	School Principal I	SP1-90473-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 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 of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
3	Master Teacher II	MTCHR2-90059-2016	19	51357	Bachelor of Secondary education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
4	Teacher III	TCH3-90128-2016	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	Magsaysay National High School
5	Teacher II	TCH2-90361-2017	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Mil-An National High School
6	Teacher II (Senior High School) Academic Track	TCH2-90178-2021	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	Irisan National High School

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

RECEIVED
Date: July 31, 2023 Time: 4:02 PM
By: MONINA UZA CHONA O. SALES
Name: Senior Staff Specialist

7	Teacher I (Senior High School) Academic Track	TCH1-90372-2016	11	27000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	Mil-An National High School
8	Teacher I	TCH1-94567-1998	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Mil-An National High School
9	Teacher I	TCH1-90117-2004	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Joaquin Smith National High School
10	Special Education Teacher III	SPET3-90003-2014	16	39672	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hours of relevant training	PBET/LET/RA1080 (Teacher)	n/a	SDO of Baguio City (Baguio SPED Center)
11	Teacher III	TCH3-90551-2019	13	31320	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Quezon Hill Elementary School
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	Teacher III	TCH3-90092-2018	13	31320	Bachelor of Elementary Education (BEEEd) 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
13	Teacher II	TCH2-91382-1998	12	29165	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Mabini Elementary School
14	Teacher II	TCH2-90963-1998	12	29165	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Pinsoo Elementary School
15	Teacher II	TCH2-90147-2018	12	29165	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Irisan Elementary School

16	Teacher II	TCH2-90951-1998	12	29165	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Manuel L. Quezon Elementary School
17	Teacher I	TCH1-90317-2018	11	27000	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
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19	Teacher I	TCH1-90076-2004	11	27000	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
20	Administrative Assistant III	ADAS3-90030-2014	9	21129	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	Schools 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 August 11, 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.depedines.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**

****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**

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.