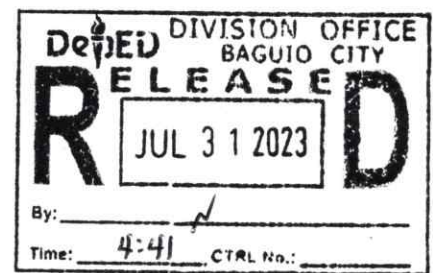




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY



July 31, 2023

**DIVISION MEMORANDUM**

No. 302-2023

**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 (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	Guidance Counselor II	GUIDC2-90022-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Schools Division of Baguio City
2	Guidance Counselor II	GUIDC2-90023-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Schools Division of Baguio City
3	Guidance Counselor II	GUIDC2-90024-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Schools Division of Baguio City
4	Guidance Counselor II	GUIDC2-90025-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Schools Division of Baguio City
5	Guidance Counselor II	GUIDC2-90027-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	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.

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](http://www.csc.gov.ph);
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;



"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: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
 Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

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CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

- 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](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 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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Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

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*We Serve,  
We Care.*" 

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

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

Date: July 31, 2023

Electronic copy to be submitted to the CSC F&E Unit must be in MS Excel format

**RECEIVED**  
Date: July 31 2023 Time: 4:00 PM  
Docket/Control No. \_\_\_\_\_  
By: MONINA LIZA CHONG NIA O. SALES  
Name, Signature & Position  
Officer in Charge

No. (Parentetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Competency (if applicable)	Place of Assignment
					Education	Experience	Training	Eligibility				
1	Guidance Counselor II	GUIDC2-90022-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	None Required	RA 1080 (Guidance Counselor)		N/A	Schools Division of Baguio City
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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 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.depedpinas.com](http://www.depedpinas.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**

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  
[sdebaguio.hrmo@gmail.com](mailto:sdebaguio.hrmo@gmail.com)

\* Submit to the school where the vacancy exist (for T-II, 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.**