

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.

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

**RECEIVED**  
JUL 04 2023 Time: 2:45pm  
Docket/Control No. \_\_\_\_\_  
By: JOHNNY C. VILLARUEVA  
Name, Signature & Position

OFELIA B. PADLAN  
**Administrative Officer IV**

Date: July 4, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Counselor III	OSEC-DECSB-GUIDC3-90111-2011	13	31 320	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Pines City National High School
2	Watchman I	OSEC-DECSB-WCHM1-90006-1998	2	13 819	Elementary School Graduate	None Required	None Required	None Required		Pines City National High School

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before July 17, 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))
- \* Letter of intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office
  
- \* Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- \* Photocopy of the Performance Rating 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 applicable
- \* 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 Road, Baguio City  
[sdobaguio.hrmo@gmail.com](mailto:sdobaguio.hrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.