

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

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:

RECEIVED
JUL 12 2023 9:22 AM
MA. LOUELA C. MONCADA
Administrative Officer IV
JOHNNY C. YILLANUEVA
Administrative Aide
Date: July 12, 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	Teacher III	OSEC-DECSB-TCH3-90077-2008	13	31,320.00	Bachelor of Secondary Education or Bachelor's Degree plus 18 units in Professional Education with Appropriate Major	None Required	2 years relevant experience	LET/PBET/teacher	Preferably TLE Major	IRISAN NATIONAL HIGH SCHOOL

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 July 24, 2023
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
- *Certificate of Employment, or appointment or contract of service
- *Authenticated Certificate of eligibility/rating/license, (whichever is applicable)
- *Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)
- *Authenticated official Transcrip of Records; with certification if Completed Academic requirements for Masteral or Doctorate
- *Certificate of trainings and seminars attended relevant to the position applied for (with complete attachments)
- *and other pertinent documents with table of contents and proper tabbings.
- *Submit documents where the vacancy exists
- * 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 their application to:

JEFREY F. ALIGA
OIC-School Head
Inhs, Purok 3, Irisan, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.