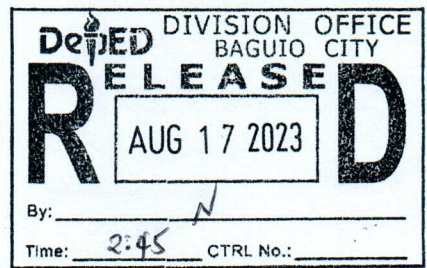




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 16, 2023

DIVISION MEMORANDUM
 No. 338-2023 s. 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	School Principal I	SP1-90471-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year, or Teacher-In-Charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5	40 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
2	School Principal I	SP1-90033-2011	19	51357	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year, or Teacher-In-Charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5	40 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
3	Master Teacher I	MTCHR1-90029-2002	18	46725	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
4	Teacher III	TCH3-90756-21018	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	TCH2-90088-2021	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	Magsaysay National High School
6	Teacher II	TCH2-90165-2022	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	Quezon Hill National High School
7	Teacher II	TCH2-90022-2017	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	Dona Aurora National High School

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

"DepEd SDO Baguio City:





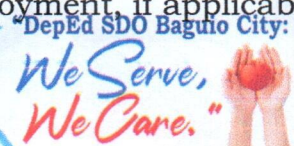
Republic of the Philippines
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CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

8	Teacher II	TCH2-90081-2021	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	San Vicente Elementary School
9	Teacher II	TCH2-90068-2022	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	Sto. Tomas Elementary School
10	Teacher II	TCH2-90901-1998	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	Quezon Hill Elementary School
11	Teacher II	TCH2-90129-2009	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	Quezon Hill Elementary School
12	Teacher I	TCH1-90241-2018	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	
13	Teacher I	TCH1-90322-2018	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	
14	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90017-2018	9	21211	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
15	Administrative Assistant II (Clerk IV)	ADAS2-90023-2018	8	19744	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	Preferably Accounting, Management Accounting, Financial Management graduate	Schools Division of Baguio City
16	Administrative Assistant II (Clerk IV)	ADAS2-90078-2016	8	19744	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	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 25, 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:

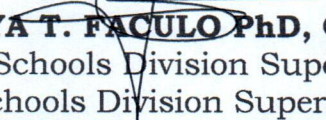
- a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) and Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph;
- c. Photocopy 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;





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SCHOOLS DIVISION OF BAGUIO CITY

- 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 25, 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



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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City
Electronic copy to be submitted to the CSC FO must be in MS Excel format

RECEIVED
AUG 16 2023 Date
4:38 PM Time
Docket/Control No. _____
By: **MONINA LIZA CHONA O. SALES**
Name, Signature & Position
Senior HR Specialist

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: **August 15, 2023**

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	School Principal I	SP1-90471-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	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
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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 25, 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) **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.