

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
Date: AUG 29 2023 Time: 4:24 PM
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 29, 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	Master Teacher II (Senior High School)	MTCHR2-90059- 2016	19	51357	Master's degree in relevant strand/subject	5 years of relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
2	Master Teacher I	MTCHR1-90074- 2021	18	46725	Bachelor of Secondary Education (BSED), 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)	n/a	Schools Division of Baguio City (Preferably Math major)
3	Teacher III (Senior High School)	TCH3-90609-2016	13	31320	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (LET)	n/a	Guisad Valley National High School
4	Teacher II (Senior High School)	TCH2-90177-2021	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 (LET)	n/a	Baguio City National Science High School
5	Teacher III	TCH3-90414-2021	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	Lucban Elementary School
6	Teacher I	TCH1-90583-2012	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	Dona Aurora NHS

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 September 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.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.