

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

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**  
AUG 18 2023 Time: 1:38 PM

Docket/Control No. \_\_\_\_\_  
By: **MONINA LIZA CHINA O. SALES**  
Name, Signature & Position  
**Senior Specialist**

**MA. LOUELA C. MONCADA**  
Administrative Officer IV

Date: August 18, 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 II	OSEC-DECSB-TCH2-91639-1998	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	1 Year Relevant Experience	RA 1080 (Teacher)/ LET/PBET	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 August 31, 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**

**Requirements:**

- \* Duly accomplished **Annex C-CHECKLIST OF REQUIREMENTS** and **OMNIBUS SWORN STATEMENT CERTIFICATION** (to be downloaded at [www.depedpines.com](http://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](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
- \*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 Transcript 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:

**JEFFREY F. ALIGA**  
OIC-School Head  
Inhs, Purdk 3, Irisan, Baguio City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**