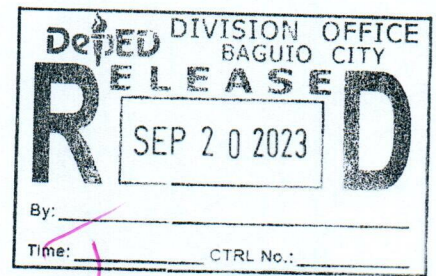




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



September 20, 2023

DIVISION MEMORANDUM

No. 372-2023, 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	Project Development Officer I	PDO1-90083-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Adiwang Elementary School, Dontogan Elementary School, Sto. Tomas Elementary (Clustered)
2	Project Development Officer I	PDO1-90084-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Baguio Central School, Aguinaldo Elementary School, Josefa Cariño Elementary School (Clustered)
3	Project Development Officer I	PDO1-90085-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Dominican Elementary School, San Luis Elementary School, Roxas Elementary School (Clustered)
4	Project Development Officer I	PDO1-90086-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Loakan Elementary School, Camp 7 Elementary School, Fort Del Pilar Elementary School (Clustered)
5	Project Development Officer I	PDO1-90087-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Pinsao Elementary School, Pinget Elementary School, SPED Center (Clustered)
6	Project Development Officer I	PDO1-90088-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Quirino Hill Elementary School, Quezon Hill Elementary School, Fairview Elementary School (Clustered)
7	Project Development Officer I	PDO1-90089-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Doña Nicasia Puyat Elementary School, Don Mariano Marcos Elementary School, Doña Aurora Elementary School (Clustered)
8	Project Development Officer I	PDO1-90090-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		BCNHS- Hillside, Bakakeng NHS, Rizal NHS (Clustered)
9	Project Development Officer I	PDO1-90091-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Pinsao NHS, Pinget NHS, Quezon Hill NHS (Clustered)
10	Administrative Officer II (Administrative Officer I)	ADCF2-90127-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Joaquin Smith National High School

"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
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 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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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 **October 2, 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;
 - 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: sdobaguiو.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 **October 2, 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.



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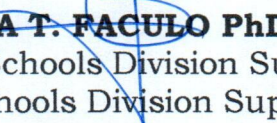
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8. For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
9. For your information and guidance.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



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