

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: **SEP 11 2023** Time: **1:31 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: **September 11, 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	Teacher II (Senior High School) Academic Track	TCH2-90145-2023	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 (Teacher) LET/PBET	n/a	DepEd Schools Division of Baguio City (SHS)
2	Teacher II (Senior High School) TVL Track	TCH2-90146-2023	12	29165	Bachelor's degree; or completion of technical-vocational course (s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I **Appropriate to the specialization	RA 1080 (Teacher) LET/PBET	**Preferably Automotive	DepEd Schools Division of Baguio City (SHS)
3	Teacher II (Senior High School) TVL Track	TCH2-90147-2023	12	29165	Bachelor's degree; or completion of technical-vocational course (s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I **Appropriate to the specialization	RA 1080 (Teacher) LET/PBET	**Preferably Automotive	DepEd Schools Division of Baguio City (SHS)
4	Teacher II (Senior High School) TVL Track	TCH2-90148-2023	12	29165	Bachelor's degree; or completion of technical-vocational course (s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I **Appropriate to the specialization	RA 1080 (Teacher) LET/PBET	**Preferably ICT	DepEd Schools Division of Baguio City (SHS)

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 22, 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](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
- \* 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](mailto: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.**