

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

Electronic copy to be submitted to the CSC PO must be in MS Excel format

RECEIVED
Date: **OCT 02 2023** Time: **2:30 PM**
Docket/Control No.:
By: **MONINA LIZA CHONA O. SALES**
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: **October 2, 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	Education Program Supervisor	EPSVR-90072-2010	22	71511	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City (Curriculum and Implementation Division)
2	Project Development Officer II	PDO2-90016-2014	15	36619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position	**preferably with experience on DRRM (Disaster Risk and Reduction Management)	SDO of Baguio City (School Governance and Operations Division)
3	Teacher II (Senior High School) Academic Track	TCH2-90176-2021	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 High School

4	Teacher I (Senior High School) Academic Track	Anticipated Vacancy (1 item only) OSEC-DECSB-TCH1-90371-2016 OSEC-DECSB-TCH1-90372-2016 OSEC-DECSB-TCH1-90374-2016 OSEC-DECSB-TCH1-90375-2016 OSEC-DECSB-TCH1-90377-2016 OSEC-DECSB-TCH1-90378-2016 OSEC-DECSB-TCH1-90381-2016 OSEC-DECSB-TCH1-90382-2016 OSEC-DECSB-TCH1-90385-2016 OSEC-DECSB-TCH1-90386-2016 OSEC-DECSB-TCH1-90387-2016 OSEC-DECSB-TCH1-90388-2016 OSEC-DECSB-TCH1-90390-2016 OSEC-DECSB-TCH1-90391-2016 OSEC-DECSB-TCH1-90536-2017 OSEC-DECSB-TCH1-90537-2017 OSEC-DECSB-TCH1-90538-2017 OSEC-DECSB-TCH1-90539-2017 OSEC-DECSB-TCH1-	11	27000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	
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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 October 13, 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.