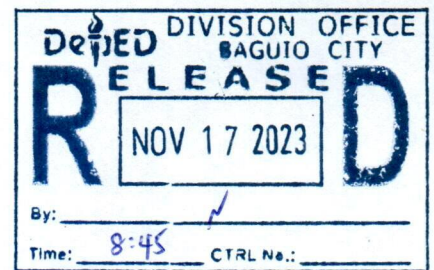




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 16, 2023

**DIVISION MEMORANDUM**

No. 470-2023

**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 (***please see attached publication***) at the Schools Division of Baguio City.

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 **November 27, 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](http://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](http://www.depedpines.com)***)
- i. Checklist of Requirements; and (***downloadable at [www.depedpines.com](http://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: [sdobaguio.hrmo@gmail.com](mailto:sdobaguio.hrmo@gmail.com) may be allowed, subject to the submission of the hard copies upon request for purposes of verification.



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

Address: 82 Military Cut-off Road, Baguio City  
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
 Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:





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

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5. Applicants who failed to submit mandatory documentary requirements beyond **November 3, 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.
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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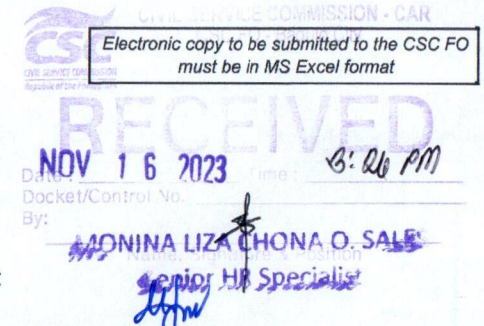
Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:

*We Serve,  
We Care.*



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



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: November 16, 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	Head Teacher I	HTEACH1-90020-2016	14	33843	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
2	Special Science Teacher I	SPST1-90016-2018	13	31320	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	RA 1080 (Teacher) Secondary; if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	n/a	Schools Division of Baguio City (Senior High School)
3	Teacher III	TCH3-90059-2010	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Magsaysay National High School
4	Teacher II	(Anticipated Vacancy 1 item only) OSEC-DECSB-TCH2-90021-2017 OSEC-DECSB-TCH2-90083-2021	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Magsaysay National High School

5	Teacher I	(Anticipated Vacancy 1 item only) OSEC-DECSB-TCH1-90089-2003 OSEC-DECSB-TCH1-90098-2016 OSEC-DECSB-TCH1-90237-2018 OSEC-DECSB-TCH1-90238-2018 OSEC-DECSB-TCH1-90239-2018 OSEC-DECSB-TCH1-90241-2018 OSEC-DECSB-TCH1-90243-2018 OSEC-DECSB-TCH1-90427-2016 OSEC-DECSB-TCH1-90428-2016 OSEC-DECSB-TCH1-90515-2012 OSEC-DECSB-TCH1-90516-2012 OSEC-DECSB-TCH1-90517-2012 OSEC-DECSB-TCH1-90519-2012 OSEC-DECSB-TCH1-90520-2012 OSEC-DECSB-TCH1-90523-2012 OSEC-DECSB-TCH1-91130-2012 OSEC-DECSB-TCH1-91132-2012 OSEC-DECSB-TCH1-93515-1998	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	
6	Teacher III	TCH3-90076-2008	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Guisad Valley National High School
7	Teacher II	(Anticipated Vacancy 1 item only) OSEC-DECSB-TCH2-90017-2018 OSEC-DECSB-TCH2-90041-2005 OSEC-DECSB-TCH2-91034-1998 OSEC-DECSB-TCH2-91645-1998	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Guisad Valley National High School
8	Teacher I	(Anticipated Vacancy 1 item only) OSEC-DECSB-TCH1-90093-2021 OSEC-DECSB-TCH1-90094-2021 OSEC-DECSB-TCH1-90095-2016 OSEC-DECSB-TCH1-90096-2016 OSEC-DECSB-TCH1-90112-2014 OSEC-DECSB-TCH1-90113-2014 OSEC-DECSB-TCH1-90147-2020 OSEC-DECSB-TCH1-90148-2020 OSEC-DECSB-TCH1-90149-2020 OSEC-DECSB-TCH1-90150-2020 OSEC-DECSB-TCH1-90151-2020 OSEC-DECSB-TCH1-90152-2020 OSEC-DECSB-TCH1-90153-2020 OSEC-DECSB-TCH1-90154-2020 OSEC-DECSB-TCH1-90183-2011 OSEC-DECSB-TCH1-90234-2002 OSEC-DECSB-TCH1-90424-2016 OSEC-DECSB-TCH1-90425-2016 OSEC-DECSB-TCH1-90426-2016 OSEC-DECSB-TCH1-91134-2012 OSEC-DECSB-TCH1-91135-2012 OSEC-DECSB-TCH1-91784-1998 OSEC-DECSB-TCH1-91813-1998 OSEC-DECSB-TCH1-93513-1998	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	
9	Teacher III	TCH3-90724-2018	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)	n/a	Lucban Elem. School

10	Teacher II	<p>(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH2-90006-2014</p> <p>OSEC-DECSB-TCH2-90011-2014  OSEC-DECSB-TCH2-90018-2018  OSEC-DECSB-TCH2-90019-2005  OSEC-DECSB-TCH2-90021-2009  OSEC-DECSB-TCH2-90021-2005  OSEC-DECSB-TCH2-90022-2009  OSEC-DECSB-TCH2-90022-2015  OSEC-DECSB-TCH2-90023-2017  OSEC-DECSB-TCH2-90023-2009  OSEC-DECSB-TCH2-90024-2005  OSEC-DECSB-TCH2-90024-2010  OSEC-DECSB-TCH2-90024-2017  OSEC-DECSB-TCH2-90025-2010  OSEC-DECSB-TCH2-90025-2005  OSEC-DECSB-TCH2-90025-2017  OSEC-DECSB-TCH2-90029-2017  OSEC-DECSB-TCH2-90030-2005  OSEC-DECSB-TCH2-90031-2009  OSEC-DECSB-TCH2-90033-2009  OSEC-DECSB-TCH2-90033-2005  OSEC-DECSB-TCH2-90034-2009  OSEC-DECSB-TCH2-90036-2021  OSEC-DECSB-TCH2-90037-2021  OSEC-DECSB-TCH2-90037-2017  OSEC-DECSB-TCH2-90038-2021  OSEC-DECSB-TCH2-90040-2017  OSEC-DECSB-TCH2-90041-2017  OSEC-DECSB-TCH2-90046-2022  OSEC-DECSB-TCH2-90047-2022  OSEC-DECSB-TCH2-90047-2017  OSEC-DECSB-TCH2-90048-2017  OSEC-DECSB-TCH2-90048-2022  OSEC-DECSB-TCH2-90049-2022  OSEC-DECSB-TCH2-90050-2022  OSEC-DECSB-TCH2-90059-2016  OSEC-DECSB-TCH2-90060-2008  OSEC-DECSB-TCH2-90067-2022</p>	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Lucban Elem. School
11	Teacher I	<p>(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH1-90001-2022</p> <p>OSEC-DECSB-TCH1-90010-2011  OSEC-DECSB-TCH1-90011-2009  OSEC-DECSB-TCH1-90022-1999  OSEC-DECSB-TCH1-90046-2012  OSEC-DECSB-TCH1-90047-2012  OSEC-DECSB-TCH1-90049-2012  OSEC-DECSB-TCH1-90051-2012  OSEC-DECSB-TCH1-90052-2012  OSEC-DECSB-TCH1-90053-2019  OSEC-DECSB-TCH1-90054-2019  OSEC-DECSB-TCH1-90055-2019  OSEC-DECSB-TCH1-90055-2009  OSEC-DECSB-TCH1-90056-2012  OSEC-DECSB-TCH1-90057-2019  OSEC-DECSB-TCH1-90058-2019  OSEC-DECSB-TCH1-90059-2019  OSEC-DECSB-TCH1-90060-2019  OSEC-DECSB-TCH1-90060-2012  OSEC-DECSB-TCH1-90061-2012  OSEC-DECSB-TCH1-90061-2019  OSEC-DECSB-TCH1-90062-2019  OSEC-DECSB-TCH1-90063-2019  OSEC-DECSB-TCH1-90064-2012  OSEC-DECSB-TCH1-90064-2019  OSEC-DECSB-TCH1-90065-2007  OSEC-DECSB-TCH1-90067-2012  OSEC-DECSB-TCH1-90068-2007  OSEC-DECSB-TCH1-90070-2007  OSEC-DECSB-TCH1-90070-2020  OSEC-DECSB-TCH1-90071-2020  OSEC-DECSB-TCH1-90072-2007  OSEC-DECSB-TCH1-90072-2020  OSEC-DECSB-TCH1-90073-2020  OSEC-DECSB-TCH1-90074-2020  OSEC-DECSB-TCH1-90075-2020  OSEC-DECSB-TCH1-90076-2020  OSEC-DECSB-TCH1-90076-2004  OSEC-DECSB-TCH1-90077-2007  OSEC-DECSB-TCH1-90077-2020</p>	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
12	Teacher III	TCH3-90704-2018	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)	n/a	Loakan Elem. School

13	Teacher II	<p>(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH2-90006-2014  OSEC-DECSB-TCH2-90011-2014  OSEC-DECSB-TCH2-90018-2018  OSEC-DECSB-TCH2-90019-2005  OSEC-DECSB-TCH2-90021-2009  OSEC-DECSB-TCH2-90021-2005  OSEC-DECSB-TCH2-90022-2009  OSEC-DECSB-TCH2-90022-2015  OSEC-DECSB-TCH2-90023-2017  OSEC-DECSB-TCH2-90023-2009  OSEC-DECSB-TCH2-90024-2005  OSEC-DECSB-TCH2-90024-2010  OSEC-DECSB-TCH2-90024-2017  OSEC-DECSB-TCH2-90025-2010  OSEC-DECSB-TCH2-90025-2005  OSEC-DECSB-TCH2-90025-2017  OSEC-DECSB-TCH2-90029-2017  OSEC-DECSB-TCH2-90030-2005  OSEC-DECSB-TCH2-90031-2009  OSEC-DECSB-TCH2-90033-2009  OSEC-DECSB-TCH2-90033-2005  OSEC-DECSB-TCH2-90034-2009  OSEC-DECSB-TCH2-90036-2021  OSEC-DECSB-TCH2-90037-2021  OSEC-DECSB-TCH2-90037-2017  OSEC-DECSB-TCH2-90038-2021  OSEC-DECSB-TCH2-90040-2017  OSEC-DECSB-TCH2-90041-2017  OSEC-DECSB-TCH2-90046-2022  OSEC-DECSB-TCH2-90047-2022  OSEC-DECSB-TCH2-90047-2017  OSEC-DECSB-TCH2-90048-2017  OSEC-DECSB-TCH2-90048-2022  OSEC-DECSB-TCH2-90049-2022  OSEC-DECSB-TCH2-90050-2022  OSEC-DECSB-TCH2-90059-2016  OSEC-DECSB-TCH2-90060-2008  OSEC-DECSB-TCH2-90067-2022</p>	12	29165	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	Loakan Elem. School
14	Teacher I	<p>90001-2022  OSEC-DECSB-TCH1-90010-2011  OSEC-DECSB-TCH1-90011-2009  OSEC-DECSB-TCH1-90022-1999  OSEC-DECSB-TCH1-90046-2012  OSEC-DECSB-TCH1-90047-2012  OSEC-DECSB-TCH1-90049-2012  OSEC-DECSB-TCH1-90051-2012  OSEC-DECSB-TCH1-90052-2012  OSEC-DECSB-TCH1-90053-2018  OSEC-DECSB-TCH1-90054-2018  OSEC-DECSB-TCH1-90055-2018  OSEC-DECSB-TCH1-90055-2009  OSEC-DECSB-TCH1-90056-2012  OSEC-DECSB-TCH1-90057-2018  OSEC-DECSB-TCH1-90058-2018  OSEC-DECSB-TCH1-90059-2018  OSEC-DECSB-TCH1-90060-2019  OSEC-DECSB-TCH1-90060-2012  OSEC-DECSB-TCH1-90061-2012  OSEC-DECSB-TCH1-90061-2019  OSEC-DECSB-TCH1-90062-2019  OSEC-DECSB-TCH1-90063-2019  OSEC-DECSB-TCH1-90064-2012  OSEC-DECSB-TCH1-90064-2019  OSEC-DECSB-TCH1-90065-2007  OSEC-DECSB-TCH1-90067-2012  OSEC-DECSB-TCH1-90068-2007  OSEC-DECSB-TCH1-90070-2007  OSEC-DECSB-TCH1-90070-2020  OSEC-DECSB-TCH1-90071-2020  OSEC-DECSB-TCH1-90072-2007  OSEC-DECSB-TCH1-90072-2020  OSEC-DECSB-TCH1-90073-2020  OSEC-DECSB-TCH1-90074-2020  OSEC-DECSB-TCH1-90075-2020  OSEC-DECSB-TCH1-90076-2020  OSEC-DECSB-TCH1-90076-2004  OSEC-DECSB-TCH1-90077-2007</p>	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	
15	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90059-2017	9	21211	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)	Preferably Accounting, Management Accounting, Financial Management	Schools Division of Baguio City

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 November 27, 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**

(For Non-Teaching, Teaching-Related, School Administrator and T-I only)

**\*\* Refer to MEC Order No. 10 s. 1979 and RM 178 s. 2020 (For Master Teacher position only)**

**\*\* Refer to Deped Order 66 s. 2007 and Regional Memo 178 s. 2020 ( For T-III and T-II only)**

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.**