

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

January 16, 2024

DIVISION MEMORANDUM

No. 032-2024

**NOTICE OF VACANT POSITION IN THE
 SCHOOLS DIVISION OF BAGUIO CITY**

TO : **ALL CHIEF EDUCATION SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOL HEADS
 INTERESTED AND QUALIFIED APPLICANTS
 OTHERS CONCERNED**

This is to inform all interested and qualified applicants of the following vacant position 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	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90074-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		Baguio City High School

2. All interested applicants to the vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the Division HRMO, through the school or authorized personnel to perform the function of receiving application document, on or before **January 29, 2024**.

3. The following mandatory requirements should be properly arranged and labeled which are as follows:

- 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) should be notarized and Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph.
- Photocopy of Certificate of Eligibility/Rating/License/ID.
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
- Photocopy of Service Record or Certificate of Employment, if applicable.
- Photocopy of Certificates of Training, if applicable.
- Photocopy of the latest Performance Rating covering one (1) year performance, if applicable.



"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: depedbaguiocty@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



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SCHOOLS DIVISION OF BAGUIO CITY

- 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: sdobaguio.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 **January 29, 2024** 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 and notarized. 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- Office of the Schools Division Superintendent



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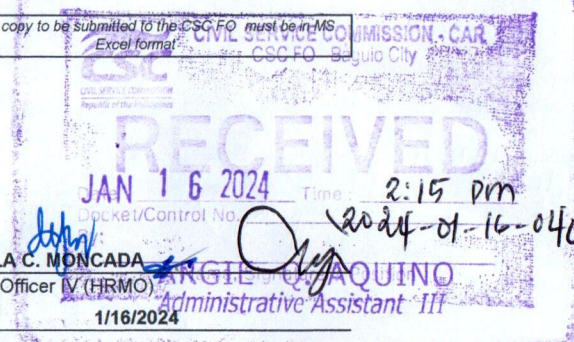
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Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:

MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)
ANGIE M. AQUINO
Administrative Assistant III
Date: 1/16/2024

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	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90074-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Baguio City 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 **January 29, 2024**

*****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

MA. LOUELLA C. MONCADA
Human Resource Development Officer
82 Military Cut Off, Baguio City
malouella.moncada@deped.gov.ph

*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.