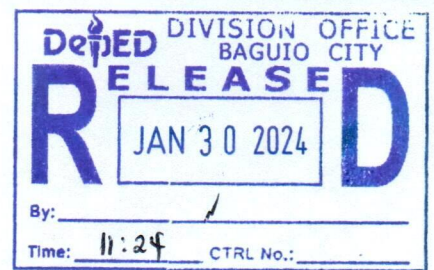




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 29, 2024

DIVISION MEMORANDUM

No. 055-2024

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 **February 9, 2024** 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, 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: 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
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

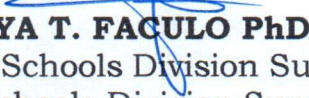

"DepEd SDO Baguio City:





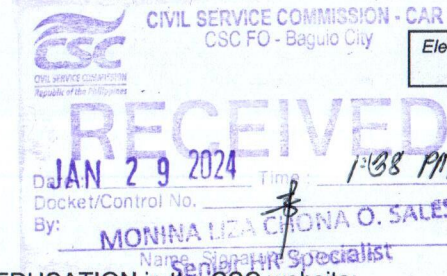
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

5. Applicants who failed to submit mandatory documentary requirements beyond **February 9, 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. 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 



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:

[Signature]
MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: January 29, 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	SCHOOL PRINCIPAL III	SP3-90162-2010	21	63997	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	2 yrs. As Principal	40 hours of relevant training	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
2	SCHOOL PRINCIPAL III	SP3-90163-2010	21	63997	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	3 yrs. As Principal	40 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
3	SCHOOL PRINCIPAL I	SP1-90472-2010	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
4	HEAD TEACHER III	HTEACH3-90133-1998-	16	39672	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
5	HEAD TEACHER II	HTEACH2-90028-1998	15	36619	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 years; or TIC for 1 years; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
6	HEAD TEACHER I	HTEACH1-90028-2016	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) LET/PBET	n/a	Schools Division of Baguio City

7	MASTER TEACHER II (Senior High School)	MTCHR2- 90050-2016	19	51357	Master's degree in relevant strand/subject	5 years of relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
8	MASTER TEACHER I	MTCHR1- 90031-2002	18	46725	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
9	Teacher III	(Anticipated vacancy item only) OSEC-DECSB-TCH3-90001- 2014 OSEC-DECSB-TCH3-90001-2013 OSEC-DECSB-TCH3-90002-2013 OSEC-DECSB-TCH3-90002-2014 OSEC-DECSB-TCH3-90003-2013 OSEC-DECSB-TCH3-90003-2014 OSEC-DECSB-TCH3-90004-2014 OSEC-DECSB-TCH3-90005-2014 OSEC-DECSB-TCH3-90006-2014 OSEC-DECSB-TCH3-90007-2014 OSEC-DECSB-TCH3-90008-2014 OSEC-DECSB-TCH3-90009-2014 OSEC-DECSB-TCH3-90010-2014 OSEC-DECSB-TCH3-90011-2014 OSEC-DECSB-TCH3-90012-2014 OSEC-DECSB-TCH3-90013-2014 OSEC-DECSB-TCH3-90013-2002 OSEC-DECSB-TCH3-90014-2014 OSEC-DECSB-TCH3-90015-2014 OSEC-DECSB-TCH3-90016-2014 OSEC-DECSB-TCH3-90020-2005 OSEC-DECSB-TCH3-90021-2005 OSEC-DECSB-TCH3-90022-2005 OSEC-DECSB-TCH3-90023-2005 OSEC-DECSB-TCH3-90024-2005 OSEC-DECSB-TCH3-90025-2005 OSEC-DECSB-TCH3-90026-2005 OSEC-DECSB-TCH3-90027-2005 OSEC-DECSB-TCH3-90028-2005 OSEC-DECSB-TCH3-90028-2005 OSEC-DECSB-TCH3-90030-2005 OSEC-DECSB-TCH3-90031-2005 OSEC-DECSB-TCH3-90031-2009 OSEC-DECSB-TCH3-90032-2005 OSEC-DECSB-TCH3-90033-2005 OSEC-DECSB-TCH3-90034-2005 OSEC-DECSB-TCH3-90035-2005 OSEC-DECSB-TCH3-90036-2005 OSEC-DECSB-TCH3-90037-2005 OSEC-DECSB-TCH3-90037-2009 OSEC-DECSB-TCH3-90038-2005 OSEC-DECSB-TCH3-90038-2009	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	San Luis Elementary School

10	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-TCH2-90029-2005 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 OSEC-DECSB-TCH2-90068-2022 OSEC-DECSB-TCH2-90069-2022 OSEC-DECSB-TCH2-90070-2022 OSEC-DECSB-TCH2-90070-2011 (Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH1-90001-2022 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-TCH1-90053-2019 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 OSEC-DECSB-TCH1-90078-2020 OSEC-DECSB-TCH1-90079-2007 OSEC-DECSB-TCH1-90080-2011</p>	12	29165	Bachelor of Elementary Education (BEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) LET/PBET	n/a	San Luis Elementary School
11	Teacher I	<p>(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH1-90001-2022 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-TCH1-90053-2019 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 OSEC-DECSB-TCH1-90078-2020 OSEC-DECSB-TCH1-90079-2007 OSEC-DECSB-TCH1-90080-2011</p>	11	27000	Bachelor of Elementary Education (BEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	San Luis Elementary School

12	TEACHER I	TCH1-90088-2009	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	Mabini Elementary School
13	ADMINISTRATIVE OFFICER II (Administrative Officer I)	ADOF2-90034-2020	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	Schools Division of Baguio City (Holy Ghost Elem. 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 February 9, 2024 on or before 5:00 pm

*****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**

(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

*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.