

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:

**RECEIVED**  
JAN 08 2024 Time: 1:40pm  
By: MONINA LIZA CATONA O. SALES  
Senior HR Specialist  
Date: January 8, 2024

MA. LOUELA C. MONCADA  
Administrative Officer IV

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher II	OSEC-DECSB-TCH2-91644-1998	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	1 Year Relevant Experience	RA 1080 (Teacher)/ LET/PBET	Preferably English Major	INHS
2	Teacher II	OSEC-DECSB-TCH2-90126-2000	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	1 Year Relevant Experience	RA 1080 (Teacher)/ LET/PBET	Preferably Filipino Major	INHS
3	Teacher I (2)	Anticipated Vacancies OSEC-DECS- TCH1-90254-2018, OSEC-DECS- TCH1-90256-2018, OSEC-DECSB-TCH1-91128-2012, OSEC-DECSB-TCH1-90418-2017, OSEC-DECSB-TCH1-91767-1998, OSEC-DECS-TCH1-90258-2018, OSEC-DECSB-TCH1-90473-2002, OSEC-DECSB-TCH1-90079-2020, OSEC-DECSB-TCH1-90251-2018, OSEC-DECSB-TCH1-90534-2012, OSEC-DECSB-TCH1-94325-1998, OSEC-DECSB-TCH1-90530-2012, OSEC-DECSB-TCH1-90169-2011, OSEC-DECS- TCH1-90680-2017, OSEC-DECSB-TCH1-90209-2015, OSEC-DECSB-TCH1-90109-2014, OSEC-DECSB-TCH1-90153-2020, OSEC-DECSB-TCH1-91130-2012, OSEC-DECSB-TCH1-90269-2018, OSEC-DECSB-SPST1-90032-2020	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	INHS

**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 18, 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](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

\*Certificate of Employment, or appointment or contract of service

\*Authenticated Certificate of eligibility/rating/license, (whichever is applicable)

\*Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)

\*Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate



\*Certificate of trainings and seminars attended relevant to the position applied for (with complete attachments)

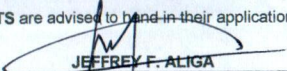
\*and other pertinent documents with table of contents and proper tabbings.

\*Submit documents where the vacancy exists

\* 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**

QUALIFIED APPLICANTS are advised to hand in their application to:

  
JEFFREY F. ALIGA

OIC-School Head

Inhs, Purok 3, Irisan, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.