

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

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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:

By: **MONINA LIZA CHONA O-SALES**
Senior HR Specialist

MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: January 22, 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	Special Science Teacher I	SPST1-90036-2020	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	Division of Baguio City-Senior High School
2	Teacher II	TCH2-90041-2005	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
3	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-TCH1-91794-1998 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	Guisad Valley National High School
4	Teacher I	TCH1-90096-2021	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	Baguio City National Science High School

5	Teacher III	TCH3-90400-2007	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	Elpidio Quirino Elem. School
6	Teacher II	(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 OSEC-DECSB-TCH2-90068-2022 OSEC-DECSB-TCH2-90069-2022 OSEC-DECSB-TCH2-90070-2022 OSEC-DECSB-TCH2-90079-2011 OSEC-DECSB-TCH2-90080-2021	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	Elpidio Quirino Elem. School

7	Teacher I	<small>participated vacancy 1 item only/ OSEC</small> 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-TCH1-90060-2012 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-TCH1-90073-2020 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-TCH1-90080-2021 OSEC-DECSB-TCH1-90081-2021	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	Elpidio Quirino Elem. School
8	Teacher III	TCH3-90769-2022	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	Baguio Central School

9	Teacher II	<p>participated vacancy 2 item only/ Osec</p> <p>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 OSEC-DECSB-TCH2-90068-2022 OSEC-DECSB-TCH2-90069-2022 OSEC-DECSB-TCH2-90070-2022 OSEC-DECSB-TCH2-90079-2011 OSEC-DECSB-TCH2-90080-2021 OSEC-DECSB-TCH2-90081-2021</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	Baguio Central School
10	Teacher I	<p>participated vacancy 2 item only/ Osec</p> <p>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-TCH1-90080-2021 OSEC-DECSB-TCH1-90081-2021</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	Baguio Central School

11	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90030-2014	9	21129	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 graduate	Schools Division of Baguio City
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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 February 1, 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**

(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.