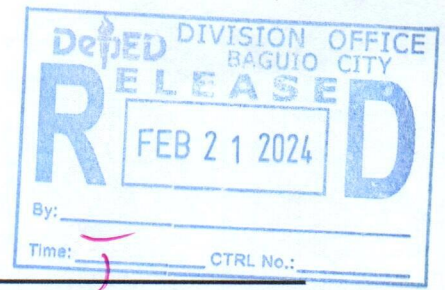




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 19, 2024

DIVISION MEMORANDUM

No. 107-2024

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

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

1. This is to inform all interested and qualified applicants of the following vacant position at the Schools Division of Baguio City:

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)	
Master Teacher II	OSEC-DECSB-MTCHR2-90003-2006	19	51 357	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major and 24 units for Masters Degree in Education or its equivalent	Four (4) hours relevant training	One year (1) as Master Teacher or four (4) years as Teacher III	LET/ PBET/ Teacher RA 1080		SDO - Baguio City

2. Hereunder are the Duties and Functions of the aforementioned position:

- Facilitates learning in the secondary school through various learning modalities;
- Assumes leadership in instructional programs and preparation of instructional materials in at least three (3) grade levels;
- Leads in the analysis and utilization of results of retrieved answer sheets;
- Conducts instructional training programs in the school, district, or division;
- Provides professional assistance to teachers through coaching and mentoring;
- Develop and/or implement innovative and functional teaching approaches and strategies in line with the various modes of learning;
- Serves as demonstration teacher or consultant in school, district and division level; and
- Conducts action research.

3. All interested applicants to the vacant position, whether internal or external to DepEd, shall submit the following documentary requirements to the



"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: depedbagueocity@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

respective HRMOs, 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 **March 4, 2024** at DepEd-Baguio Schools Division Office to be received at the Records Section.

4. The following mandatory requirements should be properly arranged and labeled 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;
- 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.

5. 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: sdobaguiio.hrmo@gmail.com may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

6. Applicants who failed to submit mandatory documentary requirements on or before **March 4, 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.

7. 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.

8. Written examination, skills test and interview of qualified applicants for the aforementioned vacant position shall be announced in a separate memorandum.

9. For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.

10. For your information and guidance.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

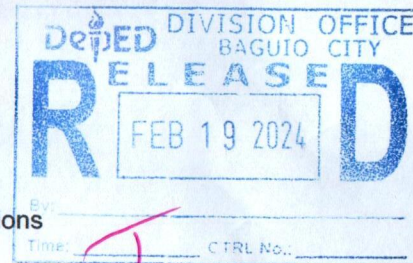
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Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19,2560,026
Issued on 12/27/2019

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



CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City
Electronic copy to be submitted to the CSC FO must be in MS Excel format

RECEIVED
FEB 19 2024
Date: FEB 19 2024
Jacket/Control No. 2024-02-19-125
Time: 2:08 PM
By: [Signature]

ARGIE O. AQUINO
Administrative Assistant III

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]
OFELIA B. PADLAN
Administrative Officer IV

Date: February 19, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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1	Master Teacher II	OSEC-DECSB-MTCHR2-90003-2006	19	51 357	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with appropriate major and 24 units for Masters degree in Education or its equivalent	Four (4) hours relevant training	One (1) year as Master Teacher or four (4) years as Teacher III	LET/ PBET/ Teacher RA 1080		SDO - Baguio City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before **March 4, 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)
- * Letter of intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office
- * Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- * Photocopy of the Performance Rating 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 applicable
- * Other documents required under Annex C, item K

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 Road, Baguio City
sdobaguio.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.