

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 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
FEB 12 2024 Time: 2:45 pm
Bucket/Control No. 2024-12-02-093
Date: _____
ARGIE A. AQUINO
Administrative Assistant III

[Signature]
MA. LOUELA C. MONCADA
Administrative Officer IV

February 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Head Teacher I	OSEC-DECSB-HTEACH1-90195-2009	14	33843	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 Year; or Teacher for 3 years	RA 1080 (Teacher)/ LET/PBET	n/a	INHS
2	Teacher III (1)	Anticipated Vacancy OSEC-DECSB-TCH3-90063-2018, OSEC-DECSB-TCH3-90077-2008, OSEC-DECSB-TCH3-90078-2008, OSEC-DECSB-TCH3-90081-2017, OSEC-DECSB-TCH3-90109-2011, OSEC-DECSB-TCH3-90131-2016, OSEC-DECSB-TCH3-90132-2016, OSEC-DECSB-TCH3-90133-2016, OSEC-DECSB-TCH3-90134-2016, OSEC-DECSB-TCH3-90165-2019, OSEC-DECSB-TCH3-90166-2019, OSEC-DECSB-TCH3-90178-2007, OSEC-DECSB-TCH3-90208-2021, OSEC-DECSB-TCH3-90209-2021, OSEC-DECSB-TCH3-90210-2021, OSEC-DECSB-TCH3-90211-2021, OSEC-DECSB-TCH3-90224-2000, OSEC-DECSB-TCH3-90262-2022, OSEC-DECSB-TCH3-90460-2014, OSEC-DECSB-TCH3-90463-2023, OSEC-DECSB-TCH3-90691-2018, OSEC-DECSB-TCH3-90765-2016, OSEC-DECSB-TCH3-90786-2022, OSEC-DECSB-TCH3-90787-2022, OSEC-DECSB-TCH3-91036-2023, OSEC-DECSB-TCH3-91037-2023, OSEC-DECSB-TCH3-91038-2023, OSEC-DECSB-TCH3-91039-2023, OSEC-DECSB-TCH3-91040-2023, OSEC-DECSB-TCH3-90460-2014, OSEC-DECSB-TCH3-90789-2022	13	31320	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	2 Years Relevant Experience	RA 1080 (Teacher)/ LET/PBET	n/a	INHS
3	Teacher II (1)	Anticipated Vacancy OSEC-DECSB-TCH2-90026-2010, OSEC-DECSB-TCH2-90126-2000, OSEC-DECSB-TCH2-90180-2007, OSEC-DECSB-TCH2-90258-2023, OSEC-DECSB-TCH2-91639-1998, OSEC-DECSB-TCH2-91644-1998, OSEC-DECSB-TCH2-90159-2022	12	29165	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	1 Year Relevant Experience	RA 1080 (Teacher)/ LET/PBET	n/a	INHS

4	Teacher I (1)	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-SPST1-90032-2020	11	27000	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	None Required	RA 1080 (Teacher)/ LET/PBET	n/a	INHNS
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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 22, 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

*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**

****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 DepEd Order No. 66 s. 2007 and Regional Memo 178 s. 2020 (For T-III and T-II only)**

QUALIFIED APPLICANTS are advised to hand in their application to:

JEFFREY F. ALIGA

OIC-School Head

Inhs, Purok 3, Irian, Baguio City

*Submit to the school where the vacancy exist (for T-III, T-II, T-I only positions)

*Submit at Division Office received by the records unit for Head teacher position

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.