

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

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Docket/Control No. _____
By: **MONINA LIZA CHONA O. SALES**
Senior HR Specialist

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:

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

Date: February 21, 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 | Teacher III | TCH3-90401-2007 | 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 | Bakakeng Elem. School |
| 2 | 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 | 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 | Bakakeng Elem. School |

| | | | | | | | | | | |
|---|-----------|---|----|-------|--|---------------|---------------|----------------------------|-----|-----------------------|
| 3 | Teacher I | (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 | 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 | Bakakeng 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 March 4, 2024 on or before 5:00pm

***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.