

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC EO must be in MS Excel format

RECEIVED

Date: 2024-02-27 Time: 3:52
By: MA. LOUELA C. MONCADA

Administrative Officer IV
Name, Signature & Position

Date: February 27, 2024

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:

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	Teacher II (1)	OSEC-DECSB-TCH2-90026-2010	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
2	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	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 March 8, 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. 66 s. 2007 and Regional Memo 178 s. 2020 (For T-II and T-III only)

QUALIFIED APPLICANTS are advised to hand in their application to:

JEFFREY F. ALIGA
OIC-School Head
Inhs, Purok 3, Irisan, 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.

No.	Name of Applicant	Position	Grade	Source of Referral	Remarks	Date of Application	Result

This is to certify that the following documents are attached to the application letter and submitted to the undersigned in accordance with the requirements set forth in the call for applications for the position of Head Teacher, 2nd Grade, Elementary School, Irisan, Baguio City, dated June 1, 2020. The undersigned has reviewed the documents and found them to be complete and in accordance with the requirements set forth in the call for applications.

I hereby certify that the above-named applicant is a resident citizen of the Philippines, a graduate of a state university or state college, and a graduate of a state university or state college, and is qualified for the position of Head Teacher, 2nd Grade, Elementary School, Irisan, Baguio City, as provided for in the call for applications, dated June 1, 2020.

[Signature]
School Head
Irisan, Baguio City