

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

To: CIVIL SERVICE COMMISSION (CSC)

RECEIVED
FEB 29 2024
By: *Justice C. Tirona*
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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:

M.A. Louella C. Moncada
MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: February 29, 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	TCH3-90230-2000	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	Lindawan Elem. School
2	Teacher II	(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH2-90066-2014 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 OSEC-DECSB-TCH2-90082-2021 OSEC-DECSB-TCH2-90083-2023 OSEC-DECSB-TCH2-90090-2014 OSEC-DECSB-TCH2-90094-2014 OSEC-DECSB-TCH2-90109-2006 OSEC-DECSB-TCH2-90110-2006 OSEC-DECSB-TCH2-90113-2006 OSEC-DECSB-TCH2-90116-2006 OSEC-DECSB-TCH2-90129-2009 OSEC-DECSB-TCH2-90129-2019 OSEC-DECSB-TCH2-90132-2009	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	Lindawan Elem. School

3	Teacher I	(Anticipated Vacancy 1 item only) <small>OSEC-DECSB-TCH1-90001-2022 OSEC-DECSB-TCH1-9K010-2011 OSEC-DECSB-TCH1-9K011-2009 OSEC-DECSB-TCH1-9K022-1999 OSEC-DECSB-TCH1-9K046-2012 OSEC-DECSB-TCH1-9K047-2012 OSEC-DECSB-TCH1-9K049-2012 OSEC-DECSB-TCH1-9K051-2012 OSEC-DECSB-TCH1-9K052-2012 OSEC-DECSB-TCH1-9K053-2019 OSEC-DECSB-TCH1-9K054-2019 OSEC-DECSB-TCH1-9K055-2019 OSEC-DECSB-TCH1-9K055-2009 OSEC-DECSB-TCH1-9K056-2012 OSEC-DECSB-TCH1-9K057-2019 OSEC-DECSB-TCH1-9K058-2019 OSEC-DECSB-TCH1-9K059-2019 OSEC-DECSB-TCH1-9K060-2019 OSEC-DECSB-TCH1-9K060-2012 OSEC-DECSB-TCH1-9K061-2012 OSEC-DECSB-TCH1-9K061-2019 OSEC-DECSB-TCH1-9K062-2019 OSEC-DECSB-TCH1-9K063-2019 OSEC-DECSB-TCH1-9K064-2012 OSEC-DECSB-TCH1-9K064-2019 OSEC-DECSB-TCH1-9K065-2007 OSEC-DECSB-TCH1-9K067-2012 OSEC-DECSB-TCH1-9K068-2007 OSEC-DECSB-TCH1-9K070-2007 OSEC-DECSB-TCH1-9K070-2020 OSEC-DECSB-TCH1-9K071-2020 OSEC-DECSB-TCH1-9K072-2007 OSEC-DECSB-TCH1-9K072-2020 OSEC-DECSB-TCH1-9K073-2020 OSEC-DECSB-TCH1-9K074-2020 OSEC-DECSB-TCH1-9K075-2020 OSEC-DECSB-TCH1-9K076-2020 OSEC-DECSB-TCH1-9K076-2004 OSEC-DECSB-TCH1-9K077-2007 OSEC-DECSB-TCH1-9K077-2020 OSEC-DECSB-TCH1-9K078-2020 OSEC-DECSB-TCH1-9K079-2007 OSEC-DECSB-TCH1-9K080-2021 OSEC-DECSB-TCH1-9K081-2021 OSEC-DECSB-TCH1-9K081-2016 OSEC-DECSB-TCH1-9K081-2014 OSEC-DECSB-TCH1-9K082-2014 OSEC-DECSB-TCH1-9K082-2021 OSEC-DECSB-TCH1-9K083-2021 OSEC-DECSB-TCH1-9K084-2021 OSEC-DECSB-TCH1-9K084-2003 OSEC-DECSB-TCH1-9K085-2016 OSEC-DECSB-TCH1-9K085-2021 OSEC-DECSB-TCH1-9K086-2021 OSEC-DECSB-TCH1-9K087-2009</small>	11	27000	Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Lindawan Elem. School
4	Teacher III	TCH3-90098-2008	13	31320	Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher)	n/a	Quezon Hill Elem. School

5	Teacher II	(Anticipated Vacancy 1 item only) <small>OSEC-DECSB-TC12-9006-2014 OSEC-DECSB-TC12-9K011-2014 OSEC-DECSB-TC12-9K018-2018 OSEC-DECSB-TC12-9K019-2005 OSEC-DECSB-TC12-9K021-2009 OSEC-DECSB-TC12-9K021-2005 OSEC-DECSB-TC12-9K022-2009 OSEC-DECSB-TC12-9K022-2015 OSEC-DECSB-TC12-9K023-2017 OSEC-DECSB-TC12-9K023-2009 OSEC-DECSB-TC12-9K024-2005 OSEC-DECSB-TC12-9K024-2010 OSEC-DECSB-TC12-9K024-2017 OSEC-DECSB-TC12-9K025-2010 OSEC-DECSB-TC12-9K025-2005 OSEC-DECSB-TC12-9K025-2017 OSEC-DECSB-TC12-9K029-2017 OSEC-DECSB-TC12-9K030-2005 OSEC-DECSB-TC12-9K031-2009 OSEC-DECSB-TC12-9K033-2009 OSEC-DECSB-TC12-9K033-2005 OSEC-DECSB-TC12-9K034-2009 OSEC-DECSB-TC12-9K036-2021 OSEC-DECSB-TC12-9K037-2021 OSEC-DECSB-TC12-9K037-2017 OSEC-DECSB-TC12-9K038-2021 OSEC-DECSB-TC12-9K040-2017 OSEC-DECSB-TC12-9K041-2017 OSEC-DECSB-TC12-9K046-2022 OSEC-DECSB-TC12-9K047-2022 OSEC-DECSB-TC12-9K047-2017 OSEC-DECSB-TC12-9K048-2017 OSEC-DECSB-TC12-9K048-2022 OSEC-DECSB-TC12-9K048-2022 OSEC-DECSB-TC12-9K050-2022 OSEC-DECSB-TC12-9K059-2016 OSEC-DECSB-TC12-9K060-2008 OSEC-DECSB-TC12-9K067-2022 OSEC-DECSB-TC12-9K068-2022 OSEC-DECSB-TC12-9K069-2022 OSEC-DECSB-TC12-9K070-2022 OSEC-DECSB-TC12-9K079-2021 OSEC-DECSB-TC12-9K080-2021 OSEC-DECSB-TC12-9K081-2021 OSEC-DECSB-TC12-9K082-2021 OSEC-DECSB-TC12-9K083-2023 OSEC-DECSB-TC12-9K090-2014 OSEC-DECSB-TC12-9K094-2014 OSEC-DECSB-TC12-9K109-2006 OSEC-DECSB-TC12-9K110-2006 OSEC-DECSB-TC12-9K113-2006 OSEC-DECSB-TC12-9K116-2006 OSEC-DECSB-TC12-9K129-2009 OSEC-DECSB-TC12-9K129-2019 OSEC-DECSB-TC12-9K132-2009</small>	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	Quezon Hill Elem. School
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6	Teacher I	<p>(Anticipated Vacancy 1 item only) OSEC-DECSB-TCH1-90001-2022</p> <p>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-TCH1-90058-2019 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 OSEC-DECSB-TCH1-90081-2016 OSEC-DECSB-TCH1-90081-2014 OSEC-DECSB-TCH1-90082-2014 OSEC-DECSB-TCH1-90082-2021 OSEC-DECSB-TCH1-90083-2021 OSEC-DECSB-TCH1-90084-2021 OSEC-DECSB-TCH1-90084-2009 OSEC-DECSB-TCH1-90085-2016 OSEC-DECSB-TCH1-90085-2021 OSEC-DECSB-TCH1-90086-2021 OSEC-DECSB-TCH1-90087-2009</p>	11	27000	Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Quezon Hill Elem. School
7	Teacher I	TCH3-90417-2017	11	27000	Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher) LET/PBET	n/a	Quezon Hill Elem. School
8	Teacher II (Senior High School)Track	TCH2-90179-2021	12	29165	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	RA 1080 (LET)	n/a	Baguio City High School

9	Teacher I (Senior High School) Academic Track	(Anticipated Vacancy 1 Item only) OSEC-DECSB-TCH1-90371-2016 OSEC-DECSB-TCH1-90372-2016 OSEC-DECSB-TCH1-90374-2016 OSEC-DECSB-TCH1-90375-2016 OSEC-DECSB-TCH1-90377-2016 OSEC-DECSB-TCH1-90378-2016 OSEC-DECSB-TCH1-90381-2016 OSEC-DECSB-TCH1-90382-2016 OSEC-DECSB-TCH1-90385-2016 OSEC-DECSB-TCH1-90386-2016 OSEC-DECSB-TCH1-90387-2016 OSEC-DECSB-TCH1-90388-2016 OSEC-DECSB-TCH1-90390-2016 OSEC-DECSB-TCH1-90391-2016 OSEC-DECSB-TCH1-90536-2017 OSEC-DECSB-TCH1-90537-2017 OSEC-DECSB-TCH1-90538-2017 OSEC-DECSB-TCH1-90539-2017 OSEC-DECSB-TCH1-90540-2017	11	27000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	Baguio City High School
10	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90022-2018	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
11	Administrative Assistant II (Bookkeeper I)	ADAS2-90036-2014	8	19744	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	Preferably Accounting, Management Accounting, Financial Management graduate	Schools Division of Baguio City
12	Administrative Assistant II (Clerk IV)	ADAS2-90091-2017	8	19744	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position		Schools Division of Baguio City

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 11, 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.