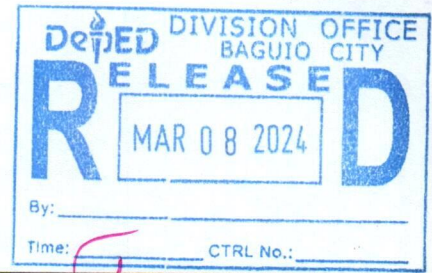




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



March 5, 2024

**DIVISION MEMORANDUM**

No. 163-2024

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

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

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

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	Master Teacher II	OSEC-DECSB-MTCHR2-90022-2000	19	51357	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School





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**SCHOOLS DIVISION OF BAGUIO CITY**

<b>2</b>	<b>Master Teacher I</b>	ANTICIPATED VACANCY (1 item) OSEC-DECSB-MTCHR1-90586-1998 OSEC-DECSB-MTCHR1-90035-2002 OSEC-DECSB-MTCHR1-90010-2000 OSEC-DECSB-MTCHR1-90470-1998 OSEC-DECSB-MTCHR1-90016-2007 OSEC-DECSB-MTCHR1-90589-1998 OSEC-DECSB-MTCHR1-90011-2000 OSEC-DECSB-MTCHR1-90588-1998 OSEC-DECSB-MTCHR1-90018-2000 OSEC-DECSB-MTCHR1-90254-1998 OSEC-DECSB-MTCHR1-90248-1998 OSEC-DECSB-MTCHR1-90012-2000 OSEC-DECSB-MTCHR1-90012-2007 OSEC-DECSB-MTCHR1-90587-1998 OSEC-DECSB-MTCHR1-90590-1998 OSEC-DECSB-MTCHR1-90034-2002 OSEC-DECSB-MTCHR1-90010-2007 OSEC-DECSB-MTCHR1-90242-1998	18	46725	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	Preferrably TLE Major	Baguio City High School
<b>3</b>	<b>Master Teacher I (Continuation)</b>	CONTINUATION OSEC-DECSB-MTCHR1-90014-2007 OSEC-DECSB-MTCHR1-90252-1998 OSEC-DECSB-MTCHR1-90466-1998 OSEC-DECSB-MTCHR1-90260-1998 OSEC-DECSB-MTCHR1-90007-2007 OSEC-DECSB-MTCHR1-90008-2007 OSEC-DECSB-MTCHR1-90244-1998 OSEC-DECSB-MTCHR1-90009-2017 OSEC-DECSB-MTCHR1-90253-1998 OSEC-DECSB-MTCHR1-90016-2000 OSEC-DECSB-MTCHR1-90013-2007 OSEC-DECSB-MTCHR1-90246-1998 OSEC-DECSB-MTCHR1-90015-2007 OSEC-DECSB-MTCHR1-90001-2008 OSEC-DECSB-MTCHR1-90009-2007 OSEC-DECSB-MTCHR1-90247-1998	18	46725	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	Preferrably TLE Major	Baguio City High School
<b>4</b>	<b>Teacher III</b>	OSEC-DECSB-TCH3-90082-2006	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School



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**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**

<b>5</b>	Teacher III	Anticipated Vacancy (1 item) OSEC-DECSB-TCH3-90469-2023 OSEC-DECSB-TCH3-90052-2018 OSEC-DECSB-TCH3-90248-2022 OSEC-DECSB-TCH3-90395-2017 OSEC-DECSB-TCH3-90090-2006 OSEC-DECSB-TCH3-90403-2007 OSEC-DECSB-TCH3-90211-2000 OSEC-DECSB-TCH3-90695-2018 OSEC-DECSB-TCH3-90404-2007 OSEC-DECSB-TCH3-90161-2019 OSEC-DECSB-TCH3-90188-2007 OSEC-DECSB-TCH3-90703-2019 OSEC-DECSB-TCH3-91092-1998 OSEC-DECSB-TCH3-90424-2022 OSEC-DECSB-TCH3-90778-2022 OSEC-DECSB-TCH3-90086-2006 OSEC-DECSB-TCH3-90215-2000	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School
<b>6</b>	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90445-2018 OSEC-DECSB-TCH3-90053-2018 OSEC-DECSB-TCH3-90087-2008 OSEC-DECSB-TCH3-90144-2016 OSEC-DECSB-TCH3-90019-2014 OSEC-DECSB-TCH3-90089-2006 OSEC-DECSB-TCH3-90107-2015 OSEC-DECSB-TCH3-90189-2007 OSEC-DECSB-TCH3-90249-2022 OSEC-DECSB-TCH3-90425-2022 OSEC-DECSB-TCH3-90084-2006 OSEC-DECSB-TCH3-90086-2008 OSEC-DECSB-TCH3-90186-2007 OSEC-DECSB-TCH3-90696-2018 OSEC-DECSB-TCH3-91536-1998 OSEC-DECSB-TCH3-90214-2000 OSEC-DECSB-TCH3-91083-1998 OSEC-DECSB-TCH3-90705-2019 OSEC-DECSB-TCH3-90181-2007 OSEC-DECSB-TCH3-91034-2023	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School



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**SCHOOLS DIVISION OF BAGUIO CITY**

7	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-91562-1998 OSEC-DECSB-TCH3-90779-2022 OSEC-DECSB-TCH3-90160-2019 OSEC-DECSB-TCH3-90142-2016 OSEC-DECSB-TCH3-91554-1998 OSEC-DECSB-TCH3-90209-2000 OSEC-DECSB-TCH3-90226-2007 OSEC-DECSB-TCH3-90138-2016 OSEC-DECSB-TCH3-90704-2019 OSEC-DECSB-TCH3-90048-2018 OSEC-DECSB-TCH3-90210-2000 OSEC-DECSB-TCH3-90220-2007 OSEC-DECSB-TCH3-90701-2019 OSEC-DECSB-TCH3-91534-1998 OSEC-DECSB-TCH3-90185-2007 OSEC-DECSB-TCH3-91032-2023 OSEC-DECSB-TCH3-90088-2006	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School
8	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90084-2008 OSEC-DECSB-TCH3-91293-1998 OSEC-DECSB-TCH3-90096-2006 OSEC-DECSB-TCH3-90095-2006 OSEC-DECSB-TCH3-90047-2018 OSEC-DECSB-TCH3-90141-2016 OSEC-DECSB-TCH3-90247-2022 OSEC-DECSB-TCH3-90156-2002 OSEC-DECSB-TCH3-91560-1998 OSEC-DECSB-TCH3-90018-2014 OSEC-DECSB-TCH3-90137-2016 OSEC-DECSB-TCH3-90105-2017 OSEC-DECSB-TCH3-90761-2022 OSEC-DECSB-TCH3-91087-1998 OSEC-DECSB-TCH3-90250-2022	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School
9	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90563-2014 OSEC-DECSB-TCH3-90157-2019 OSEC-DECSB-TCH3-90183-2007 OSEC-DECSB-TCH3-90104-2017 OSEC-DECSB-TCH3-90478-2019 OSEC-DECSB-TCH3-90707-2019 OSEC-DECSB-TCH3-90555-2018 OSEC-DECSB-TCH3-90208-2000 OSEC-DECSB-TCH3-90140-2016 OSEC-DECSB-TCH3-90005-2000 OSEC-DECSB-TCH3-90051-2018 OSEC-DECSB-TCH3-90434-2022 OSEC-DECSB-TCH3-90219-2021 OSEC-DECSB-TCH3-90158-2019 OSEC-DECSB-TCH3-90164-2019	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School

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**SCHOOLS DIVISION OF BAGUIO CITY**

<b>10</b>	<b>Teacher III (CONTINUATION)</b>	CONTINUATION OSEC-DECSB-TCH3-90429-2022 OSEC-DECSB-TCH3-90405-2007 OSEC-DECSB-TCH3-90427-2022 OSEC-DECSB-TCH3-90139-2016 OSEC-DECSB-TCH3-90092-2006 OSEC-DECSB-TCH3-90697-2018 OSEC-DECSB-TCH3-90430-2022 OSEC-DECSB-TCH3-91764-1998 OSEC-DECSB-TCH3-90082-2006 OSEC-DECSB-TCH3-90023-2014 OSEC-DECSB-TCH3-90032-2015 OSEC-DECSB-TCH3-90228-2007 OSEC-DECSB-TCH3-91081-1998 OSEC-DECSB-TCH3-90135-2016 OSEC-DECSB-TCH3-90143-2016	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School
<b>11</b>	<b>TEACHER III (CONTINUATION)</b>	CONTINUATION OSEC-DECSB-TCH3-91542-1998 OSEC-DECSB-TCH3-90700-2018 OSEC-DECSB-TCH3-90394-2017 OSEC-DECSB-TCH3-90629-2018 OSEC-DECSB-TCH3-90393-2017 OSEC-DECSB-TCH3-90426-2022 OSEC-DECSB-TCH3-90556-2019 OSEC-DECSB-TCH3-90557-2019 OSEC-DECSB-TCH3-91558-1998 OSEC-DECSB-TCH3-90460-2023 OSEC-DECSB-TCH3-90212-2000 OSEC-DECSB-TCH3-90479-2019 OSEC-DECSB-TCH3-90699-2018 OSEC-DECSB-TCH3-90081-2006 OSEC-DECSB-TCH3-90760-2022	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School



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<b>12</b>	<b>TEACHER III (CONTINUATION)</b>	CONTINUATION OSEC-DECSB-TCH3-90701-2018 OSEC-DECSB-TCH3-90115-2017 OSEC-DECSB-TCH3-90396-2017 OSEC-DECSB-TCH3-90136-2016 OSEC-DECSB-TCH3-90444-2018 OSEC-DECSB-TCH3-90433-2022 OSEC-DECSB-TCH3-90693-2018 OSEC-DECSB-TCH3-90426-2022 OSEC-DECSB-TCH3-90679-2014 OSEC-DECSB-TCH3-91532-1998 OSEC-DECSB-TCH3-90423-2022 OSEC-DECSB-TCH3-90206-2000 OSEC-DECSB-TCH3-90218-2021 OSEC-DECSB-TCH3-90163-2019 OSEC-DECSB-TCH3-91552-1998 OSEC-DECSB-TCH3-90083-2006 OSEC-DECSB-TCH3-90477-2019 OSEC-DECSB-TCH3-90162-2019 OSEC-DECSB-TCH3-91033-2023 OSEC-DECSB-TCH3-90706-2019 OSEC-DECSB-TCH3-90003-2000	<b>13</b>	<b>31320</b>	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School
<b>13</b>	<b>TEACHER III (CONTINUATION)</b>	CONTINUATION OSEC-DECSB-TCH3-90514-2014 OSEC-DECSB-TCH3-90116-2017 OSEC-DECSB-TCH3-90431-2022 OSEC-DECSB-TCH3-90694-2018 OSEC-DECSB-TCH3-90435-2022 OSEC-DECSB-TCH3-90432-2022 OSEC-DECSB-TCH3-90187-2007 OSEC-DECSB-TCH3-90085-2006 OSEC-DECSB-TCH3-90082-2008 OSEC-DECSB-TCH3-90006-2000 OSEC-DECSB-TCH3-90219-2007 OSEC-DECSB-TCH3-90081-2008 OSEC-DECSB-TCH3-90698-2018 OSEC-DECSB-TCH3-90702-2019 OSEC-DECSB-TCH3-90216-2021 OSEC-DECSB-TCH3-90215-2021 OSEC-DECSB-TCH3-90229-2007 OSEC-DECSB-TCH3-90159-2019 OSEC-DECSB-TCH3-90225-2007 OSEC-DECSB-TCH3-91031-2023 OSEC-DECSB-TCH3-90191-2007 OSEC-DECSB-TCH3-90190-2007	<b>13</b>	<b>31320</b>	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School



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14	Teacher II	Anticipated Vacancy (2 ITEMS) OSEC-DECSB-TCH2-91011-1998 OSEC-DECSB-TCH2-90037-2005 OSEC-DECSB-TCH2-91481-1998 OSEC-DECSB-TCH2-91471-1998 OSEC-DECSB-TCH2-90035-2017 OSEC-DECSB-TCH2-90084-2023 OSEC-DECSB-TCH2-90256-2023 OSEC-DECSB-TCH2-91018-1998 OSEC-DECSB-TCH2-90208-2007 OSEC-DECSB-TCH2-91007-1998 OSEC-DECSB-TCH2-90130-2000 OSEC-DECSB-TCH2-90054-2016 OSEC-DECSB-TCH2-90181-2007 OSEC-DECSB-TCH2-90326-2007	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City National High School
15	Teacher II (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH2-90352-2017 OSEC-DECSB-TCH2-91480-1998 OSEC-DECSB-TCH2-91743-1998 OSEC-DECSB-TCH2-90122-2006 OSEC-DECSB-TCH2-91010-1998 OSEC-DECSB-TCH2-90257-2023 OSEC-DECSB-TCH2-91022-1998 OSEC-DECSB-TCH2-90183-2007 OSEC-DECSB-TCH2-90258-2023 OSEC-DECSB-TCH2-90130-2019 OSEC-DECSB-TCH2-91006-1998 OSEC-DECSB-TCH2-90131-2000	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City National High School
16	Teacher I	Anticipated Vacancy (2 ITEMS) OSEC-DECSB-TCH1-91712-1998 OSEC-DECSB-TCH1-90034-2012 OSEC-DECSB-TCH1-94314-1998 OSEC-DECSB-TCH1-90536-2012 OSEC-DECSB-TCH1-91714-1998 OSEC-DECSB-TCH1-90269-2018 OSEC-DECSB-TCH1-90003-2010 OSEC-DECSB-TCH1-90107-2009 OSEC-DECSB-TCH1-90560-2012 OSEC-DECSB-TCH1-90068-2022 OSEC-DECSB-TCH1-91746-1998 OSEC-DECSB-TCH1-90266-2007 OSEC-DECSB-TCH1-90225-2002	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School
17	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90036-2012 OSEC-DECSB-TCH1-90015-2007 OSEC-DECSB-TCH1-90004-2010 OSEC-DECSB-TCH1-90066-2022 OSEC-DECSB-TCH1-90542-2012 OSEC-DECSB-TCH1-90535-2012 OSEC-DECSB-TCH1-94585-1998 OSEC-DECSB-TCH1-90228-2002 OSEC-DECSB-TCH1-94584-1998 OSEC-DECSB-TCH1-90088-2021 OSEC-DECSB-TCH1-90066-2022 OSEC-DECSB-TCH1-	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) / LET / PBET	N/A	Baguio City High School

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		90540-2012 OSEC-DECSB-TCH1-90097-2014 OSEC-DECSB-TCH1-90089-2021 OSEC-DECSB-TCH1-90065-2010 OSEC-DECSB-TCH1-90099-2014 OSEC-DECSB-TCH1-90615-2012 OSEC-DECSB-TCH1-90268-2011 OSEC-DECSB-TCH1-90575-2012								
18	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90067-2022 OSEC-DECSB-TCH1-90067-2020 OSEC-DECSB-TCH1-90006-2010 OSEC-DECSB-TCH1-91726-1998 OSEC-DECSB-TCH1-91756-1998 OSEC-DECSB-TCH1-90576-2012 OSEC-DECSB-TCH1-90065-2019 OSEC-DECSB-TCH1-90112-2004 OSEC-DECSB-TCH1-90268-2018 OSEC-DECSB-TCH1-90620-2012 OSEC-DECSB-TCH1-90577-2012 OSEC-DECSB-TCH1-90553-2012 OSEC-DECSB-TCH1-90087-2021 OSEC-DECSB-TCH1-90618-2012 OSEC-DECSB-TCH1-90066-2019 OSEC-DECSB-TCH1-90613-2012 OSEC-DECSB-TCH1-90091-2007 OSEC-DECSB-TCH1-90584-2012	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School
19	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90217-2007 OSEC-DECSB-TCH1-90568-2012 OSEC-DECSB-TCH1-90031-2012 OSEC-DECSB-TCH1-91757-1998 OSEC-DECSB-TCH1-90065-2022 OSEC-DECSB-TCH1-90930-2018 OSEC-DECSB-TCH1-90216-2007 OSEC-DECSB-TCH1-90032-2012 OSEC-DECSB-TCH1-90107-2004 OSEC-DECSB-TCH1-90541-2012	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher) / LET/ PBET	N/A	Baguio City High School
20	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90073-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	N/A	Baguio City High School

2. All interested applicants to the vacant position, whether internal or external to DepEd, shall submit the following documentary requirements to the Division HRMO, through the school or authorized personnel to perform the function of receiving application document, on or before **March 18, 2024**.

3. The following mandatory requirements should be properly arranged and labeled which are as follows:



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**SCHOOLS DIVISION OF BAGUIO CITY**

- 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) should be notarized and Work Experience Sheet, if applicable which can be downloaded at [www.csc.gov.ph](http://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](http://www.depedpines.com)**
  - i. Checklist of Requirements; and (**downloadable at [www.depedpines.com](http://www.depedpines.com)**)
  - j. Other documents as may be required.
4. 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: [sdobaguio.hrmo@gmail.com](mailto:sdobaguio.hrmo@gmail.com) may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Applicants who failed to submit mandatory documentary requirements beyond **March 18, 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.
6. 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 and notarized. Any false and fraudulent document submitted shall be grounds for disqualification.
7. Written examination, skills test and interview of qualified applicants for the aforementioned vacant position shall be announced in a separate memorandum.
8. For further inquiries and clarifications, please visit Ms. Ma. Louella C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088 for Master Teachers and Administrative Aide IV items.  
For further inquiries and clarifications, please visit Ms. Myline P. James, Administrative Officer IV, Baguio City High School, Gov. Pack Rd., Baguio City or contact her at 442-4882 for Teacher I to III.
9. For your information and guidance.

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



"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: [depedbaguiocty@gmail.com](mailto:depedbaguiocty@gmail.com)  
Website: [www.depedpines.com](http://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  
Electronic copy to be submitted to the CSC FO. must be in MS  
Excel format

**RECEIVED**  
MAR 06 2024  
Docket/Control No. 25340306202  
By: *[Signature]* Position: *[Signature]*

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:

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

Date: March 5, 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 applicable) (if	
1	Master Teacher II	OSEC-DECSB-MTCHR2-90022-2000	19	51357	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
2	Master Teacher I	ANTICIPATED VACANCY (1 item) OSEC-DECSB-MTCHR1-90586-1998 OSEC-DECSB-MTCHR1-90035-2002 OSEC-DECSB-MTCHR1-90010-2000 OSEC-DECSB-MTCHR1-90470-1998 OSEC-DECSB-MTCHR1-90016-2007 OSEC-DECSB-MTCHR1-90589-1998 OSEC-DECSB-MTCHR1-90011-2000 OSEC-DECSB-MTCHR1-90588-1998 OSEC-DECSB-MTCHR1-90018-2000 OSEC-DECSB-MTCHR1-90254-1998 OSEC-DECSB-MTCHR1-90248-1998 OSEC-DECSB-MTCHR1-90012-2000 OSEC-DECSB-MTCHR1-90012-2007 OSEC-DECSB-MTCHR1-90587-1998 OSEC-DECSB-MTCHR1-90590-1998 OSEC-DECSB-MTCHR1-90034-2002 OSEC-DECSB-MTCHR1-90010-2007 OSEC-DECSB-MTCHR1-90242-1998	18	46725	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	Preferrably TLE Major	Baguio City High School

3	Master Teacher I (Continuation)	<p>CONTINUATION</p> <p>OSEC-DECSB-MTCHR1-90014-2007  OSEC-DECSB-MTCHR1-90252-1998  OSEC-DECSB-MTCHR1-90466-1998  OSEC-DECSB-MTCHR1-90260-1998  OSEC-DECSB-MTCHR1-90007-2007  OSEC-DECSB-MTCHR1-90008-2007  OSEC-DECSB-MTCHR1-90244-1998  OSEC-DECSB-MTCHR1-90009-2017  OSEC-DECSB-MTCHR1-90253-1998  OSEC-DECSB-MTCHR1-90016-2000  OSEC-DECSB-MTCHR1-90013-2007  OSEC-DECSB-MTCHR1-90246-1998  OSEC-DECSB-MTCHR1-90015-2007  OSEC-DECSB-MTCHR1-90001-2008  OSEC-DECSB-MTCHR1-90009-2007  OSEC-DECSB-MTCHR1-90247-1998</p>	18	46725	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	Preferrably TLE Major	Baguio City High School
4	Teacher III	OSEC-DECSB-TCH3-90082-2006	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
5	Teacher III	<p>Anticipated Vacancy (1 Item)</p> <p>OSEC-DECSB-TCH3-90469-2023  OSEC-DECSB-TCH3-90052-2018  OSEC-DECSB-TCH3-90248-2022  OSEC-DECSB-TCH3-90395-2017  OSEC-DECSB-TCH3-90090-2006  OSEC-DECSB-TCH3-90403-2007  OSEC-DECSB-TCH3-90211-2000  OSEC-DECSB-TCH3-90695-2018  OSEC-DECSB-TCH3-90404-2007  OSEC-DECSB-TCH3-90161-2019  OSEC-DECSB-TCH3-90188-2007  OSEC-DECSB-TCH3-90703-2019  OSEC-DECSB-TCH3-91092-1998  OSEC-DECSB-TCH3-90424-2022  OSEC-DECSB-TCH3-90778-2022  OSEC-DECSB-TCH3-90086-2006  OSEC-DECSB-TCH3-90215-2000</p>	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

6	Teacher III (CONTINUATION)	<p>CONTINUATION</p> <p>OSEC-DECSB-TCH3-90445-2018  OSEC-DECSB-TCH3-90053-2018  OSEC-DECSB-TCH3-90087-2008  OSEC-DECSB-TCH3-90144-2016  OSEC-DECSB-TCH3-90019-2014  OSEC-DECSB-TCH3-90089-2006  OSEC-DECSB-TCH3-90107-2015  OSEC-DECSB-TCH3-90189-2007  OSEC-DECSB-TCH3-90249-2022  OSEC-DECSB-TCH3-90425-2022  OSEC-DECSB-TCH3-90084-2006  OSEC-DECSB-TCH3-90086-2008  OSEC-DECSB-TCH3-90186-2007  OSEC-DECSB-TCH3-90696-2018  OSEC-DECSB-TCH3-91536-1998  OSEC-DECSB-TCH3-90214-2000  OSEC-DECSB-TCH3-91083-1998  OSEC-DECSB-TCH3-90705-2019  OSEC-DECSB-TCH3-90181-2007  OSEC-DECSB-TCH3-91034-2023</p>	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
7	Teacher III (CONTINUATION)	<p>CONTINUATION</p> <p>OSEC-DECSB-TCH3-91562-1998  OSEC-DECSB-TCH3-90779-2022  OSEC-DECSB-TCH3-90160-2019  OSEC-DECSB-TCH3-90142-2016  OSEC-DECSB-TCH3-91554-1998  OSEC-DECSB-TCH3-90209-2000  OSEC-DECSB-TCH3-90226-2007  OSEC-DECSB-TCH3-90138-2016  OSEC-DECSB-TCH3-90704-2019  OSEC-DECSB-TCH3-90048-2018  OSEC-DECSB-TCH3-90210-2000  OSEC-DECSB-TCH3-90220-2007  OSEC-DECSB-TCH3-90701-2019  OSEC-DECSB-TCH3-91534-1998  OSEC-DECSB-TCH3-90185-2007  OSEC-DECSB-TCH3-91032-2023  OSEC-DECSB-TCH3-90088-2006</p>	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
8	Teacher III (CONTINUATION)	<p>CONTINUATION</p> <p>OSEC-DECSB-TCH3-90084-2008  OSEC-DECSB-TCH3-91293-1998  OSEC-DECSB-TCH3-90096-2006  OSEC-DECSB-TCH3-90095-2006  OSEC-DECSB-TCH3-90047-2018  OSEC-DECSB-TCH3-90141-2016  OSEC-DECSB-TCH3-90247-2022  OSEC-DECSB-TCH3-90156-2002  OSEC-DECSB-TCH3-91560-1998  OSEC-DECSB-TCH3-90018-2014  OSEC-DECSB-TCH3-90137-2016  OSEC-DECSB-TCH3-90105-2017  OSEC-DECSB-TCH3-90761-2022  OSEC-DECSB-TCH3-91087-1998  OSEC-DECSB-TCH3-90250-2022</p>	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

9	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90563-2014 OSEC-DECSB-TCH3-90157-2019 OSEC-DECSB-TCH3-90183-2007 OSEC-DECSB-TCH3-90104-2017 OSEC-DECSB-TCH3-90478-2019 OSEC-DECSB-TCH3-90707-2019 OSEC-DECSB-TCH3-90555-2018 OSEC-DECSB-TCH3-90208-2000 OSEC-DECSB-TCH3-90140-2016 OSEC-DECSB-TCH3-90005-2000 OSEC-DECSB-TCH3-90051-2018 OSEC-DECSB-TCH3-90434-2022 OSEC-DECSB-TCH3-90219-2021 OSEC-DECSB-TCH3-90158-2019 OSEC-DECSB-TCH3-90164-2019	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
10	Teacher III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90429-2022 OSEC-DECSB-TCH3-90405-2007 OSEC-DECSB-TCH3-90427-2022 OSEC-DECSB-TCH3-90139-2016 OSEC-DECSB-TCH3-90092-2006 OSEC-DECSB-TCH3-90697-2018 OSEC-DECSB-TCH3-90430-2022 OSEC-DECSB-TCH3-91764-1998 OSEC-DECSB-TCH3-90082-2006 OSEC-DECSB-TCH3-90023-2014 OSEC-DECSB-TCH3-90032-2015 OSEC-DECSB-TCH3-90228-2007 OSEC-DECSB-TCH3-91081-1998 OSEC-DECSB-TCH3-90135-2016 OSEC-DECSB-TCH3-90143-2016	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
11	TEACHER III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-91542-1998 OSEC-DECSB-TCH3-90700-2018 OSEC-DECSB-TCH3-90394-2017 OSEC-DECSB-TCH3-90629-2018 OSEC-DECSB-TCH3-90393-2017 OSEC-DECSB-TCH3-90426-2022 OSEC-DECSB-TCH3-90556-2019 OSEC-DECSB-TCH3-90557-2019 OSEC-DECSB-TCH3-91558-1998 OSEC-DECSB-TCH3-90460-2023 OSEC-DECSB-TCH3-90212-2000 OSEC-DECSB-TCH3-90479-2019 OSEC-DECSB-TCH3-90699-2018 OSEC-DECSB-TCH3-90081-2006 OSEC-DECSB-TCH3-90760-2022	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

12	TEACHER III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90701-2018 OSEC-DECSB-TCH3-90115-2017 OSEC-DECSB-TCH3-90396-2017 OSEC-DECSB-TCH3-90136-2016 OSEC-DECSB-TCH3-90444-2018 OSEC-DECSB-TCH3-90433-2022 OSEC-DECSB-TCH3-90693-2018 OSEC-DECSB-TCH3-90428-2022 OSEC-DECSB-TCH3-90679-2014 OSEC-DECSB-TCH3-91532-1998 OSEC-DECSB-TCH3-90423-2022 OSEC-DECSB-TCH3-90206-2000 OSEC-DECSB-TCH3-90218-2021 OSEC-DECSB-TCH3-90163-2019 OSEC-DECSB-TCH3-91552-1998 OSEC-DECSB-TCH3-90083-2006 OSEC-DECSB-TCH3-90477-2019 OSEC-DECSB-TCH3-90162-2019 OSEC-DECSB-TCH3-91033-2023 OSEC-DECSB-TCH3-90706-2019 OSEC-DECSB-TCH3-90003-2000	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
13	TEACHER III (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH3-90514-2014 OSEC-DECSB-TCH3-90116-2017 OSEC-DECSB-TCH3-90431-2022 OSEC-DECSB-TCH3-90694-2018 OSEC-DECSB-TCH3-90435-2022 OSEC-DECSB-TCH3-90432-2022 OSEC-DECSB-TCH3-90187-2007 OSEC-DECSB-TCH3-90085-2006 OSEC-DECSB-TCH3-90082-2008 OSEC-DECSB-TCH3-90006-2000 OSEC-DECSB-TCH3-90219-2007 OSEC-DECSB-TCH3-90081-2008 OSEC-DECSB-TCH3-90698-2018 OSEC-DECSB-TCH3-90702-2019 OSEC-DECSB-TCH3-90216-2021 OSEC-DECSB-TCH390215-2021 OSEC-DECSB-TCH390229-2007 OSEC-DECSB-TCH3-90159-2019 OSEC-DECSB-TCH3-90225-2007 OSEC-DECSB-TCH3-91031-2023 OSEC-DECSB-TCH3-90191-2007 OSEC-DECSB-TCH3-90190-2007	13	31320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

14	Teacher II	<p>Anticipated Vacancy (2 ITEMS)</p> <p>OSEC-DECSB-TCH2-91011-1998  OSEC-DECSB-TCH2-90037-2005  OSEC-DECSB-TCH2-91481-1998  OSEC-DECSB-TCH2-91471-1998  OSEC-DECSB-TCH2-90035-2017  OSEC-DECSB-TCH2-90084-2023  OSEC-DECSB-TCH2-90256-2023  OSEC-DECSB-TCH2-91018-1998  OSEC-DECSB-TCH2-90208-2007  OSEC-DECSB-TCH2-91007-1998  OSEC-DECSB-TCH2-90130-2000  OSEC-DECSB-TCH2-90054-2016  OSEC-DECSB-TCH2-90181-2007  OSEC-DECSB-TCH2-90326-2007</p>	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City National High School
15	Teacher II (CONTINUATION)	<p>CONTINUATION</p> <p>OSEC-DECSB-TCH2-90352-2017  OSEC-DECSB-TCH2-91480-1998  OSEC-DECSB-TCH2-91743-1998  OSEC-DECSB-TCH2-90122-2006  OSEC-DECSB-TCH2-91010-1998  OSEC-DECSB-TCH2-90257-2023  OSEC-DECSB-TCH2-91022-1998  OSEC-DECSB-TCH2- 90183-2007  OSEC-DECSB-TCH2-90258-2023  OSEC-DECSB-TCH2-90130-2019  OSEC-DECSB-TCH2-91006-1998  OSEC-DECSB-TCH2-90131-2000</p>	12	29165	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City National High School
16	Teacher I	<p>Anticipated Vacancy (2 ITEMS)</p> <p>OSEC-DECSB-TCH1-91712-1998  OSEC-DECSB-TCH1-90034-2012  OSEC-DECSB-TCH1-94314-1998  OSEC-DECSB-TCH1-90536-2012  OSEC-DECSB-TCH1-91714-1998  OSEC-DECSB-TCH1-90269-2018  OSEC-DECSB-TCH1-90003-2010  OSEC-DECSB-TCH1-90107-2009  OSEC-DECSB-TCH1-90560-2012  OSEC-DECSB-TCH1-90068-2022  OSEC-DECSB-TCH1-91746-1998  OSEC-DECSB-TCH1-90266-2007  OSEC-DECSB-TCH1-90225-2002</p>	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

17	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90036-2012 OSEC-DECSB-TCH1-90015-2007 OSEC-DECSB-TCH1-90004-2010 OSEC-DECSB-TCH1-90066-2022 OSEC-DECSB-TCH1-90542-2012 OSEC-DECSB-TCH1-90535-2012 OSEC-DECSB-TCH1-94585-1998 OSEC-DECSB-TCH1-90228-2002 OSEC-DECSB-TCH1-94584-1998 OSEC-DECSB-TCH1-90088-2021 OSEC-DECSB-TCH1-90066-2022 OSEC-DECSB-TCH1-90540-2012 OSEC-DECSB-TCH1-90097-2014 OSEC-DECSB-TCH1-90089-2021 OSEC-DECSB-TCH1-90065-2010 OSEC-DECSB-TCH1-90099-2014 OSEC-DECSB-TCH1-90615-2012 OSEC-DECSB-TCH1-90268-2011 OSEC-DECSB-TCH1-90575-2012	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
18	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90067-2022 OSEC-DECSB-TCH1-90067-2020 OSEC-DECSB-TCH1-90006-2010 OSEC-DECSB-TCH1-91726-1998 OSEC-DECSB-TCH1-91756-1998 OSEC-DECSB-TCH1-90576-2012 OSEC-DECSB-TCH1-90065-2019 OSEC-DECSB-TCH1-90112-2004 OSEC-DECSB-TCH1-90268-2018 OSEC-DECSB-TCH1-90620-2012 OSEC-DECSB-TCH1-90577-2012 OSEC-DECSB-TCH1-90553-2012 OSEC-DECSB-TCH1-90087-2021 OSEC-DECSB-TCH1-90618-2012 OSEC-DECSB-TCH1-90066-2019 OSEC-DECSB-TCH1-90613-2012 OSEC-DECSB-TCH1-90091-2007 OSEC-DECSB-TCH1-90584-2012	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
19	Teacher I (CONTINUATION)	CONTINUATION OSEC-DECSB-TCH1-90217-2007 OSEC-DECSB-TCH1-90568-2012 OSEC-DECSB-TCH1-90031-2012 OSEC-DECSB-TCH1-91757-1998 OSEC-DECSB-TCH1-90065-2022 OSEC-DECSB-TCH1-90930-2018 OSEC-DECSB-TCH1-90216-2007 OSEC-DECSB-TCH1-90032-2012 OSEC-DECSB-TCH1-90107-2004 OSEC-DECSB-TCH1-90541-2012	11	27000	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
20	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90073-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	N/A	Baguio City High 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 18, 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](http://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](http://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 No. 66 s. 2007 and Regional Memo 178 s. 2020 (For T-III and T- II only)**

  
**WHITNEY A. DAWAYEN**

Secondary School Principal IV

BCHS Gov. Pack Rd., Baguio City

[305269@deped.gov.ph](mailto:305269@deped.gov.ph)

\*Submit to the school where the vacancy exist (for I-III, I-II, I-I position)

\*Submit at Division Office to be received by the records unit for the MT and other non-teaching positions