

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

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MAR 15 2024 Time: 3:21 PM  
Docket/Control No. 20240315241  
By: **JOSHUA TRINIDAD**  
**ADMIN. AIDE VI**

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 15, 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 II (Senior High School) Academic Track	TCH2-90163-2022	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	PCNHS
2	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	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	PCNHS

3	Teacher III (Senior High School) Academic Track	TCH3-90605-2016	13	31320	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (LET)	n/a	Guisad Valley NHS
4	Teacher II (Senior High School) Track	Anticipated Vacancy (1 item only) OSEC-DECSB-TCH2-90128-2023 OSEC-DECSB-TCH2-90129-2023 OSEC-DECSB-TCH2-90130-2023 OSEC-DECSB-TCH2-90131-2023 OSEC-DECSB-TCH2-90132-2023 OSEC-DECSB-TCH2-90133-2023 OSEC-DECSB-TCH2-90134-2023 OSEC-DECSB-TCH2-90135-2023 OSEC-DECSB-TCH2-90136-2023 OSEC-DECSB-TCH2-90137-2023 OSEC-DECSB-TCH2-90138-2023 OSEC-DECSB-TCH2-90139-2023 OSEC-DECSB-TCH2-90140-2023 OSEC-DECSB-TCH2-90141-2023 OSEC-DECSB-TCH2-90142-2023 OSEC-DECSB-TCH2-90143-2023	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	Guisad Valley NHS

5	Teacher I (Senior High School) Academic Track	<p><b>Anticipated vacancy 1 item only</b> 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</p>	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	Guisad Valley NHS
6	Teacher I (Senior High School) Academic Track	TCH1-90377-2016	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	Joaquin Smith NHS
7	Teacher III	TCH3-90056-2018	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	Quezon Hill NHS
8	Teacher II	<p><b>(Anticipated Vacancy 1 item only)</b>  OSEC-DECSB-TCH2-90011-2000,  TCH2-91641-1998, TCH2-90134-2000  OSEC-DECSB-TCH2-90014-2001  OSEC-DECSB-TCH2-90030-2017  OSEC-DECSB-TCH2-90051-2008  OSEC-DECSB-TCH2-90132-2000</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	Quezon Hill NHS
9	Teacher I	<p><b>(Anticipated Vacancy 1 item only)</b> TCH1-90637-2012, TCH1-90635-2012, TCH1-90634-2012, TCH1-90631-2012, TCH1-90157-2023, TCH1-90156-2023, TCH1-90070-2022, TCH1-90069-2022</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	Quezon Hill NHS

10	Teacher I	TCH1-90112-2014	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	Sto. Tomas NHS
11	Administrative Assistant II (Clerk IV)	ADAS2-90019-2014	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	n/a	Schools Division of Baguio City
12	Administrative Assistant II (Clerk IV)	ADAS2-90076-2016	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	n/a	Schools Division of Baguio City
13	Administrative Assistant II (Clerk IV)	ADAS2-90071-2016	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	n/a	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 26, 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](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) **SHOULD BE NOTARIZED**
- \* Work Experience Sheet, if applicable which can be downloaded at ([www.csc.gov.ph](http://www.csc.gov.ph))
- \* **Photocopy of the Performance Ratings in the last rating period(s) covering 1 year performance prior to the assessment (For Non-Teaching, Teaching-Related, School Administrator and T-I positions only)** if applicable
- \* **Photocopy of Performance rating for the last 3 rating periods (SY 2021-2022, 2022-2023, 2023-2024) for MT, T-III, T-II positions only**
- \* 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
- \* **Certificate of General Wiegthed Average (GWA)**
- \* **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](mailto: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 and school administrator positions

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**