

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

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:

**RECEIVED**  
MAR 01 2024  
Docket/Controlling  
By: JOSHUA E. TERNADO  
Time: 2:06  
20240301214

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

Date: **March 1, 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 I	TCH1-90417-2017	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	Quezon Hill 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 12, 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) 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 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 positions

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