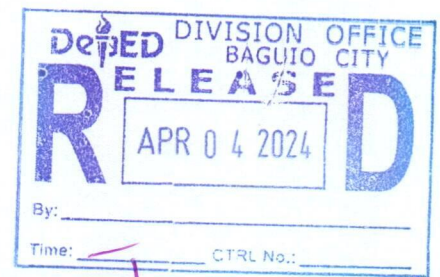




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 4, 2024

**DIVISION MEMORANDUM**

No. 220-2024

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

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

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

<b>Position Title/SG:</b>	Dentist II, SG 17 (₱ 43,030.00)		
<b>Item No.</b>	DENT2-90015-1998		
<b>CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Doctor of Dental Medicine or Dental Surgery	4 hours relevant training	1 year of relevant experience	RA 1080 (Dentist)
<b>Place of Assignment</b>	SDO Baguio City		
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs</li> </ul>			

<b>Position Title/SG:</b>	Administrative Assistant III (Senior Bookkeeper), SG 9 (₱ 21,129.00)		
<b>Item No.</b>	ADAS3-90028-2014		
<b>CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Completion of two years in college	4 hours relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)
<b>Place of Assignment</b>	SDO Baguio City		
<b>Competency:</b> Preferably Accounting, Management Accounting, Financial Management graduate			
<b>Job Summary:</b>			
<ul style="list-style-type: none"> <li>To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.</li> </ul>			



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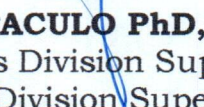
2. All interested applicants to vacant positions, whether internal or external to DepEd, shall submit the following documentary requirements to the respective HRMO, through the Records Division/Section/Unit or the sub-committee designated by the Head of Office to perform the function of receiving application documents, on or before **April 15, 2024** at DepEd-Baguio Schools Division Office to be received at the Records Section.
3. The following mandatory requirements should be properly arranged and labeled which are as follows:
  - 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) and Work Experience Sheet, 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: [sdobaguiو.hrmo@gmail.com](mailto:sdobaguiو.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 **April 15, 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. 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 positions 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.



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9. For your information and guidance.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Schools Division Superintendent 