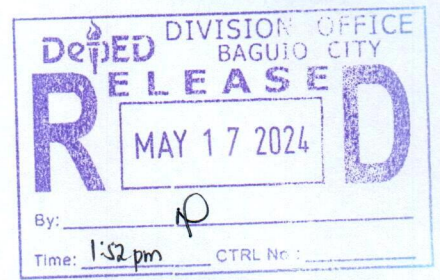




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 17, 2024

DIVISION MEMORANDUM

No. 301-2024

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.

Position Title/SG:	SCHOOL PRINCIPAL III (P 63,997.00)		
Item No.	SP3-90164-2010		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours relevant training	2 yrs. As Principal	RA 1080 (Teacher)
Place of Assignment	SDO Baguio City		
Job Summary:			
1. Administration			
<ul style="list-style-type: none"> a. Supervises and directs all teaching and non-teaching personnel b. Leads and implements all educational programs. c. Directs, coordinates, and manages school funds according to prioritized needs. d. Practices equitable distribution of teaching leads and observes teacher-learners ratio. e. Designs and coordinates programs with stakeholders to address school needs. f. Determine the strength and weakness, and opportunities for the the school improvement. g. Rates all school personnel and recommends them for promotion. h. Promotes and coordinates services for the holistic dev't of learners and personnel. 			
2. Supervision			
Implementing other Educational Programs.			



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Position Title/SG:	HEAD TEACHER III SG 16 (P 39,672.00)		
Item No.	HTEACH3-90131-1998		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
Place of Assignment	SDO Baguio City		
Job Summary: <ul style="list-style-type: none">Observes and supervises the teaching related subjects, evaluates teaching procedures and sees that they comply with instructional requirements. Evaluates accomplishments of teachers under his/her charge. Records and submits reports regarding students' and teachers' progress. Leads the department in subject area meetings, conferences, workshops, and seminars. Orients new teachers. Substitutes for absent teachers. Assists the principal in planning the teaching program of teachers. Plans program for co-curricular and community service activities.			

Position Title/SG:	HEAD TEACHER I, SG 13 (P 33,843.00)		
Item No.	HTEACH1-90019-2016 and HTEACH1-90026-2016		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
Place of Assignment	SDO Baguio City		
Job Summary: <ul style="list-style-type: none">Observes and supervises the teaching related subjects, evaluates teaching procedures and sees that they comply with instructional requirements. Evaluates accomplishments of teachers under his/her charge. Records and submits reports regarding students' and teachers' progress. Leads the department in subject area meetings, conferences, workshops, and seminars. Orients new teachers. Substitutes for absent teachers. Assists the principal in planning the teaching program of teachers. Plans program for co-curricular and community service activities.			



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Position Title/SG:	HEAD TEACHER I, SG 13 (P 33,843.00)		
Item No.	HTEACH1-90026-2016		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
Place of Assignment	SDO Baguio City		
Job Summary:			
<ul style="list-style-type: none"> • Observes and supervises the teaching related subjects, evaluates teaching procedures and sees that they comply with instructional requirements. Evaluates accomplishments of teachers under his/her charge. Records and submits reports regarding students' and teachers' progress. Leads the department in subject area meetings, conferences, workshops, and seminars. Orients new teachers. Substitutes for absent teachers. Assists the principal in planning the teaching program of teachers. Plans program for co-curricular and community service activities.. 			

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 **May 28, 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;
- 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. Certificate of General Weighted Average (GWA)
- f. Photocopy of Service Record or Certificate of Employment, if applicable;
- g. Photocopy of Performance Ratings in the last rating period(s) covering 1 year performance in the current/latest position prior to the deadline of submission (For Non-Teaching, Teaching-Related, School Administrator and T-I positions only), if applicable;
- h. Photocopy of Certificates of Training, if applicable;
- i. Omnibus Sworn Statement; (*downloadable at www.depedpines.com*)
- j. Checklist of Requirements; and (*downloadable at www.depedpines.com*)
- k. Other documents may be required.



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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 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 **May 28, 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.
9. For your information and guidance.


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