


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

RECEIVED
Date: JUL 10 2024 Time: 10:20 am
Docket/Control No. 48
By: JOSEFINA S. TAMONDONG
Name, Director II Position

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: July 10, 2024

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|---------------------|---------------------------------|-------------------|--|----------------------------------|---|----------------------|-------------------------------|------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | School Principal II | SP2-90203-2010 | 20 | 57347 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management | 40 hours of relevant training | 1 year as Principal | RA 1080 (Teacher) | n/a | Schools Division of Baguio City |
| 2 | School Principal I | SP1-90476-2010 | 19 | 51357 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units | 40 hours of relevant training | Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years | RA 1080 (Teacher) | n/a | Schools Division of Baguio City |
| 3 | Teacher III | TCH3-91058-1998 | 13 | 31320 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | 2 years relevant experience | RA 1080 (Teacher) | n/a | Mabini Elem. School |
| 4 | Teacher II | ANTICIPATED VACANCY | 12 | 29165 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience | RA 1080 (Teacher) | n/a | Mabini Elem. School |
| 5 | Teacher I | ANTICIPATED VACANCY | 11 | 27000 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) | n/a | Mabini Elem. School |
| 6 | Teacher II | TCH2-91453-1998 | 12 | 29165 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience | RA 1080 (Teacher) | n/a | Pinget Elem. School |

| | | | | | | | | | | |
|----|--|---------------------|----|-------|--|---------------|-----------------------------|-------------------|-----|--|
| 7 | Teacher I | ANTICIPATED VACANCY | 11 | 27000 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) | n/a | Pinget Elem. School |
| 8 | Teacher II | TCH2-90050-2024 | 12 | 29165 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience | RA 1080 (Teacher) | n/a | Rizal Elem. School |
| 9 | Teacher I | ANTICIPATED VACANCY | 11 | 27000 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) | n/a | Rizal Elem. School |
| 10 | Teacher III | TCH3-90083-2017 | 13 | 31320 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 2 years relevant experience | RA 1080 (Teacher) | n/a | Roxas National High School |
| 11 | Teacher II | ANTICIPATED VACANCY | 12 | 29165 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 1 year relevant experience | RA 1080 (Teacher) | n/a | Roxas National High School |
| 12 | Teacher I | ANTICIPATED VACANCY | 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) | n/a | Roxas National High School |
| 13 | Teacher I | TCH1-90230-2002 | 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) | n/a | Happy Hollow National High School |
| 14 | Teacher I | TCH1-90158-2023 | 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) | n/a | Dominican Mirador National High School |
| 15 | Teacher II (Senior High School) Academic Track | TCH2-90296-2016 | 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 (Teacher) | n/a | Baguio City National Science High School |
| 16 | Teacher I (Senior High School) Academic Track | ANTICIPATED VACANCY | 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 | Baguio City National Science High School |

| | | | | | | | | | | |
|----|--|------------------|---|-------|------------------------------------|------------------------------|----------------------------|--|---|---------------------------------|
| 17 | Administrative Assistant II (Bookkeeper I) | ADAS2-90036-2014 | 8 | 19744 | Completion of two years in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-Professional) Appropriate Eligibility for First Level Position | Preferably Accounting, Management Accounting, Financial Management graduate | 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 July 22, 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:

- a. Duly accomplished Annex C-CHECKLIST OF REQUIREMENTS and OMNIBUS SWORN STATEMENT ON THE CERTIFICATION ON THE AUTHENTICITY AND VERACITY of the documents submitted (to be downloaded at www.depedpines.com) **SHOULD BE NOTARIZED**
- b. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) **SHOULD BE NOTARIZED**
- d. Work Experience Sheet, if applicable which can be downloaded at (www.psc.gov.ph)
- e. 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
- f. 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
- g. Photocopy of Certificate/s of trainings, if applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of valid and updated PRC License/ID, if applicable;
- j. Photocopy of Certificate of Eligibility/Report of rating, if applicable;
- k. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- l. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- m. Certificate of General Weighted Average (GWA)
- n. Other documents, if applicable:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in item "e & f" is not relevant to the position to be filled, if applicable.

****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)**

****For MT position- under Coordinatorship attach Teacher Class Program signed by School Head (if applicable)**

**** 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

*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.