


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:

  
**MA. LOUELA C. MONCADA**  
Administrative Officer IV

Date: July 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Teacher I (1)	OSEC-DECSB-TCH1-90169-2011	11	27000	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	None Required	RA 1080 (Teacher)/ LET/PBET	Preferably TLE Major	INHS

**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 24, 2024.**

\*\*\*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

- \*Certificate of Employment, or appointment or contract of service
- \*Authenticated Certificate of eligibility/rating/license, (whichever is applicable)
- \*Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Autorship, Consultancy/Resource Speakership)
- \*Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate
- \*Certificate of trainings and seminars attended relevant to the position applied for (with complete attachments)
- \*and other pertinent documents with table of contents and proper tabbings.
- \*Submit documents where the vacancy exists
- \* 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. 66 s. 2007 and Regional Memo 178 s. 2020 (For T-II and T-III only)**

**QUALIFIED APPLICANTS** are advised to hand in their application to:

 **CIVIL SERVICE COMMISSION - CAR**  
CSC FO - Baguio City

**RECEIVED**

JUL 12 2024 10:50 AM

Locket/Control No. 202407-1226

By: **JOSHUA C TRINIDAD**

ADMINISTRATIVE POSITION

**JEFFREY F. ALIGA**

OIC-School Head

Inhs, Purok 3, Irisan, Baguio City

\*Submit to the school where the vacancy exist (for T-III, T-II, T-I only positions)

\*Submit at Division Office received by the records unit for Head teacher position

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

Position	Grade	Qualification	Remarks	Number of Vacancies	Priority	Mode of Selection	Mode of Appointment	Mode of Termination
Head Teacher	III	At least a Bachelor's Degree in Education or equivalent with a minimum of 18 months teaching experience		1	1	Open Competitive	Open Competitive	Open Competitive

Applicants should submit the following documents to the Division Office in a separate envelope (not later than 5:00 PM, 2020):

- 1. Application Form (Form 1) - 1 copy
- 2. Certificate of Eligibility (Form 2) - 1 copy
- 3. Recent 2x2 inch photograph - 2 copies
- 4. Copy of the latest resume - 1 copy
- 5. Copy of the latest salary certificate - 1 copy
- 6. Copy of the latest performance appraisal - 1 copy
- 7. Copy of the latest certificate of service - 1 copy
- 8. Copy of the latest certificate of good moral character - 1 copy
- 9. Copy of the latest certificate of no criminal record - 1 copy
- 10. Copy of the latest certificate of no pending criminal case - 1 copy
- 11. Copy of the latest certificate of no pending civil case - 1 copy
- 12. Copy of the latest certificate of no pending administrative case - 1 copy
- 13. Copy of the latest certificate of no pending disciplinary case - 1 copy
- 14. Copy of the latest certificate of no pending investigation - 1 copy
- 15. Copy of the latest certificate of no pending hearing - 1 copy
- 16. Copy of the latest certificate of no pending appeal - 1 copy
- 17. Copy of the latest certificate of no pending petition - 1 copy
- 18. Copy of the latest certificate of no pending writ - 1 copy
- 19. Copy of the latest certificate of no pending injunction - 1 copy
- 20. Copy of the latest certificate of no pending restraining order - 1 copy
- 21. Copy of the latest certificate of no pending writ of habeas corpus - 1 copy
- 22. Copy of the latest certificate of no pending writ of amparo - 1 copy
- 23. Copy of the latest certificate of no pending writ of certiorari - 1 copy
- 24. Copy of the latest certificate of no pending writ of mandamus - 1 copy
- 25. Copy of the latest certificate of no pending writ of prohibition - 1 copy
- 26. Copy of the latest certificate of no pending writ of nullification - 1 copy
- 27. Copy of the latest certificate of no pending writ of annulment - 1 copy
- 28. Copy of the latest certificate of no pending writ of declaration - 1 copy
- 29. Copy of the latest certificate of no pending writ of specific performance - 1 copy
- 30. Copy of the latest certificate of no pending writ of injunction - 1 copy
- 31. Copy of the latest certificate of no pending writ of replevin - 1 copy
- 32. Copy of the latest certificate of no pending writ of recovery of possession - 1 copy
- 33. Copy of the latest certificate of no pending writ of recovery of personal property - 1 copy
- 34. Copy of the latest certificate of no pending writ of recovery of real property - 1 copy
- 35. Copy of the latest certificate of no pending writ of recovery of personal property - 1 copy
- 36. Copy of the latest certificate of no pending writ of recovery of real property - 1 copy
- 37. Copy of the latest certificate of no pending writ of recovery of personal property - 1 copy
- 38. Copy of the latest certificate of no pending writ of recovery of real property - 1 copy
- 39. Copy of the latest certificate of no pending writ of recovery of personal property - 1 copy
- 40. Copy of the latest certificate of no pending writ of recovery of real property - 1 copy

Handwritten notes and stamps:

ASOS S I  
 JOSHUA C. TILLOAN  
 APR 10 2020