

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

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City
Electronic copy to be submitted to the CSC FO must be in MS Excel format

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By: JOSHUA C. TRINIDAD
Administrative Officer IV

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: June 24, 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	SP2-90205-2010	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 II	SP2-90201-2010	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
3	Master Teacher I	MTCHR1-90052-2021	18	46725	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher) LET/PBET	n/a	Schools Division of Baguio City
4	Teacher III	TCH3-90606-2014	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	San Carlos Heights Elem. School
5	Teacher III	TCH3-90990-2023	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	Pacday Quinio Elem. School
6	Teacher III	TCH3-90076-2000	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	Baguio Central School

7	Teacher III	TCH3-90331-2014	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	Baguio City SPED Center
8	Teacher II	TCH2-90138-2018	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	Doña Aurora Elem. School
9	Teacher I	TCH1-90058-2019	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	Doña Aurora Elem. School
10	Teacher III position) (1	ANTICIPATED VACANCY (643 items)	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	Josefa Cariño Elem. School
11	Teacher II (5 positions)	ANTICIPATED VACANCY (134 items)	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	1. Josefa Cariño Elem. School 2. San Carlos Heights Elem. School 3. Pacday Quinio Elem. School 4. Baguio Central School 5. Baguio City SPED Center
12	Teacher I (6 positions)	ANTICIPATED VACANCY (305 items)	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	1. Josefa Cariño Elem. School 2. San Carlos Heights Elem. School 3. Pacday Quinio Elem. School 4. Baguio Central School 5. Baguio City SPED Center 6. Doña Aurora Elem. School
13	Teacher II	TCH2-90138-2023	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	Rizal National High School
14	Teacher I (1 position)	ANTICIPATED VACANCY (172 items)	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	Rizal National High School
15	Master Teacher I (Senior High School)	MTCHR1-90043-2016	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area of specialization	4 years of relevant teaching/industry work experience	RA 1080 (Teacher) LET/PBET	Academic Track (Preferably English)	Schools Division of Baguio City
16	Master Teacher I (Senior High School)	MTCHR1-90040-2016	18	46725	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area of specialization	4 years of relevant teaching/industry work experience	RA 1080 (Teacher) LET/PBET	Academic Track (Preferably ESP)	Schools Division of Baguio City

17	Teacher III positions) (2	ANTICIPATED VACANCY (201 items)	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	1. BCHS 2. Baguio City Nat'l. Science High School
18	Teacher II (2 positions)	ANTICIPATED VACANCY (67 items)	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	1. BCHS 2. Baguio City Nat'l. Science High School
19	Teacher II (1 position)	ANTICIPATED VACANCY (197 items)	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	1. BCHS 2. Baguio City Nat'l. Science High School
20	Special Education Teacher III	SPET3-90006-1998	16	39672	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (Teacher)	n/a	Baguio City SPED Center
21	Special Education Teacher III	SPET3-90007-1998	16	39672	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (Teacher)	n/a	Baguio City SPED Center
22	Special Education Teacher I	SPET1-90015-2018	14	33843	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
23	Special Education Teacher I	SPET1-90004-2012	14	33843	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	n/a	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 4, 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.csc.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 Wiegthed 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.