

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 2, 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	Teacher III (1)	OSEC-DECSB-TCH3-90208-2021	13	31320	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	2 Years Relevant Experience	RA 1080 (Teacher)/ LET/PBET	n/a	INHS
2	Teacher II (1 Position)	Anticipated Vacancies 6 items	12	29165	Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Units in Education with Appropriate Major	None Required	1 Year Relevant Experience	RA 1080 (Teacher)/ LET/PBET	n/a	INHS
3	Teacher I (1 Position)	Anticipated Vacancies 15 items	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	n/a	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 12, 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:

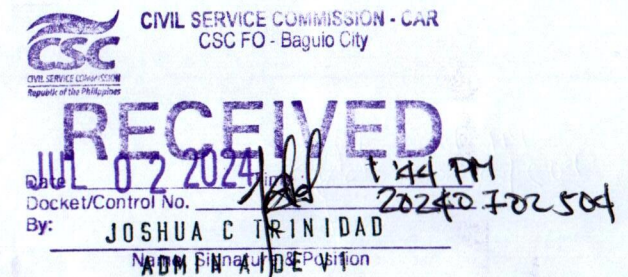
- * Duly accomplished **Annex C-CHECKLIST OF REQUIREMENTS and OMNIBUS SWORN STATEMENT CERTIFICATION** (to be downloaded at www.depedpines.com) **SHOULD BE NOTARIZED**
- * Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- * Duly 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) **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:



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.

No. (Preferential Rank if applicable)	Position (Rank if applicable)	Grade	Job Post	Months Salary	Education	Training	Work Experience	Age	Sex	Remarks
1	Teacher II (1)	12	12	12,000	Master's Degree in Education or Bachelor's Degree with a minor in Education	None Required	1 Year (Teaching Experience)	21-35	Female	
2	Teacher II (1)	12	12	12,000	Master's Degree in Education or Bachelor's Degree with a minor in Education	None Required	1 Year (Teaching Experience)	21-35	Male	
3	Teacher II (1)	12	12	12,000	Master's Degree in Education or Bachelor's Degree with a minor in Education	None Required	1 Year (Teaching Experience)	21-35	Male	

Application for vacant positions shall be submitted to the school where the vacancy exist (for T-III, T-II, T-I only positions) and to the Division Office (for Head teacher position) by the applicant in writing. Also, the following documents to the application letter and submit in the envelope by a self-addressed manila envelope (SASE) on July 13, 2018.

- 1. Only accomplished Annex ONE CHECKLIST OF REQUIREMENTS and CIVIL SERVICE EXAMINATION STATEMENT CERTIFICATION (from www.dps.gov.ph) SHOULD BE NOTED.
- 2. Letter of intent addressed to the Head of Office (for the school) or the Regional Director (for the Division Office).
- 3. Only accomplished Personal Data Sheet (PDS) (DS Form No. 112 Revised 2017) and Civil Service Exam Results Slip (which can be downloaded at www.dps.gov.ph) SHOULD BE NOTED.
- 4. Photograph of the Applicant (front view) in the following period: a) covering 1 year performance prior to the assessment; b) Applicant's

RECEIVED
 JUL 13 2018
 CIVIL SERVICE EXAMINATION STATEMENT CERTIFICATION
 DIVISION OFFICE
 BUREAU OF SCHOOLS
 DEPARTMENT OF EDUCATION
 MANILA

5. Photograph of Applicant (front view) in the following period: a) covering 1 year performance prior to the assessment; b) Applicant's
 6. Photograph of Applicant (front view) in the following period: a) covering 1 year performance prior to the assessment; b) Applicant's
 7. Copy of Transcript of Records (TOR) and Digital (including completion of student and teaching performance) if available
 8. Documents required under Annex C Item A

*Refer to DepEd Order No. 36 s. 2001 and Regional Memo 118 s. 2010 (for T-I and T-II)

ONLINE APPLICATIONS ARE INVITED TO FIND A TEACHER POSITION