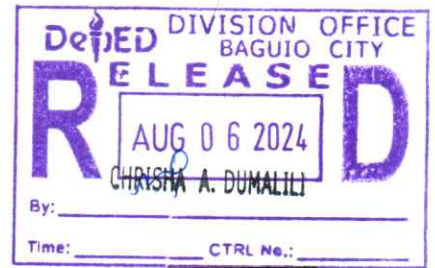




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 5, 2024

DIVISION MEMORANDUM

No. 427-2024

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 I (P 51,357.00) TWO (2) ITEMS		
Item No.	SP1-90002-2014 and SP1-90478-2010		
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	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)
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 I, SG 13 (₱ 33,843.00)		
Item No.	HTEACH1-90191-2009		
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. 			

Position Title/SG:	Administrative Assistant III (Senior Bookkeeper), SG 9 (₱ 21,211.00)			
Item No.	ADAS3-90058-2017			
CSC Prescribed Qualifications				
Education	Training	Experience	Competency	Eligibility
Completion of two years in college	4 hours of relevant training	1 year relevant experience	Preferably Accounting, Management Accounting, Financial Management graduate and with experience in Budget and Finance	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position
Place of Assignment	SDO Baguio City			
Job Summary:				
<ul style="list-style-type: none"> To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions. 				



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Position Title/SG:	Security Guard 1, SG 3 (₱ 14,678.00) TWO (2) ITEMS			
Item No.	SECG1-90101-1998 and SECG1-90100-1998			
CSC Prescribed Qualifications				
Education	Training	Experience	Competency	Eligibility
High School Graduate	None required	None required	N/A	Security Guard License
Place of Assignment	SDO Baguio City			
Job Summary:				
<ul style="list-style-type: none"> Ensure the maintenance of peace and order within the DepEd premises; (b) watch, safeguard and protect the properties of the Department from theft, robbery, arson, pilferage, trespassing, vandalism, destruction, and other unlawful acts committed either any person (c) protect all DepEd officials, employees, visitors, and guests from assault, threat, harassment or intimidation and other criminal acts; (d) enforce and implement policies, rules and regulations of the Department aimed at attaining optimum security; and (e) assist the Management in enforcing visitor and access control procedures, vehicle control procedures, and parking rules and regulations in the designated parking areas. 				

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 **August 16, 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.

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



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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 **August 16, 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 in 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



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

RECEIVED
Date: 05 2024 Time: 1:50pm
Docket/Control No. _____
By: MONINA LIZA CHONA O. SALES
Name of HR Specialist

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: August 5, 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 I	\$P1-90002-2014	19	51357	Bachelor's degree in Secondary 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
2	School Principal I	\$P1-90478-2010	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	Head Teacher I	HTEACH1-90191-2009	13	33843	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)	n/a	Schools Division of Baguio City
4	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90058-2017	9	21211	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 and with experience in Budget and Finance	Schools Division of Baguio City
5	Security Guard 1	SECG1-90101-1998	3	14678	High School Graduate	None required	None required	Security Guard License	n/a	Schools Division of Baguio City
6	Security Guard 1	SECG1-90100-1998	3	14678	High School Graduate	None required	None required	Security Guard License	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 August 16, 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 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.