

CS Form No. 9
Revised 2018

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

CIVIL SERVICE COMMISSION - CALABARZON
CSC FO - Baguio City

Electronic copy to be submitted to CSC FO must be in MS EXCEL

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SEP 06 2024 10:58 AM
Docket/Control No. 20240906 LAB
By: JOSHUA C. PINLADAN
ADMIN AIDE VI

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: September 6, 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	SP1-90470-2010	19	53873	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
2	HEAD TEACHER III	HTEACH3-90134-1998	16	41616	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
3	Teacher III	TCH3-90099-2011	13	32870	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	Magsaysay Elem. School
4	Teacher III	TCH3-90333-2014	13	32870	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	Doña Aurora H. Bueno Elem. School
5	Teacher III	TCH3-90222-2024	13	32870	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	Aguinaldo Elem. School
6	Teacher II	TCH2-90083-2023	12	30705	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	Bonifacio Elem. School

7	Teacher II	TCH2-90113-2006	12	30705	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	Quezon Hill Elem. School
8	Teacher II (3 positions)	ANTICIPATED VACANCIES (138 Items)	12	30705	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	Magsaysay Elem. School, DAHBES, Aginaldo ES
9	Teacher I (5 positions)	ANTICIPATED VACANCIES (348 Items)	11	28512	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Magsaysay Elem. School, DAHBES, Aginaldo ES, Bonifacio ES, Quezon Hill ES
10	Special Education Teacher II	SPET2-90423-2022	15	38413	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	1 year experience as Special Education Teacher	RA 1080 (Teacher)	n/a	Baguio City SPED Center
11	Teacher III (Senior High School) Academic Track	TCH3-90604-2016	13	32870	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching/industry work experience	RA 1080 (Teacher)	n/a	San Vicente National High School
12	Teacher II (Senior High School) Academic Track	TCH2-90149-2023	12	30705	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	Guisad Valley NHS
13	Teacher II (Senior High School) Academic Track (1 position)	ANTICIPATED VACANCIES (102 Items)	12	30705	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	San Vicente National High School
14	Teacher I (Senior High School) Academic Track (2 positions)	ANTICIPATED VACANCIES (28 Items)	11	28512	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	Guisad Valley NHS, San Vicente NHS
15	Administrative Assistant II (Bookkeeper)	ADAS2-90089-2017	8	20534	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

16	Administrative Aide I (Utility Worker)	ADA1-90240-2004	1	13530	Must be able to read and write	Nona required	None required	None required	n/a	Schools Division of Baguio City
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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 **September 17, 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.