

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:

*Myline P. James*  
**MYLINE P. JAMES**

Administrative Officer IV (HRMO)

Date: November 4, 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	NURSE II	OSEC-DECSB-NURS2-90004-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	N/A	Baguio City High School
2	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-90004-1998	13	32,870	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	Baguio City High School

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 **November 15, 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:**

- a. 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
- 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](http://www.csc.gov.ph)
- e. Photocopy of the 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-1 positions only) if applicable
- f. Photocopy of Performance Ratings 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 Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- m. **Certificate of General Weighted Average (GWA)**
- n. Other documents, if applicable:
  1. Means of Verification (MOV's) 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 No. 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:

**WHITNEY A. DAWAYEN**

Secondary School Principal IV

BCHS-Gov. Pack Rd., Baguio City

[305269@deped.gov.ph](mailto:305269@deped.gov.ph)

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

\*Submit at Division Office to be received by the records unit for the MT and other non-teaching positions

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.