

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: DEC 04 2024 Time: 9:40 am
Docket/Control No. _____
By: ARGIE AQUINO
Administrative Assistant III

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:

[Signature]
OFELIA B. PADLAN
Administrative Officer IV
Date: December 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	Teacher I	OSEC-DECSB-TCH1-90008-2010	11	28 512	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)/LET/PBET	N/A	Pines City National High School
2	Watchman I	OSEC-DECSB-WCHM1-90005-1998	2	14 372	Elementary School Graduate	None Required	None Required	None Required	N/A	Pines City National High School

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before December 16, 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)
- * Letter of intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office
- * Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- * Work Experience Sheet, if applicable which can be downloaded at www.csc.gov.ph
- * Photocopy of the Performance Rating in the last rating period(s) covering 1 year performance in the current/latest position prior to the deadline of submission, if applicable (for Non-Teaching, Teaching-Related, School Administrator and Teacher I positions only)
- * Photocopy of Performance Ratings for the last three rating periods (SY 2021-2022, 2022-2023, 2023-2024) for MT, T III, T II positions only
- * Photocopy of certificate of trainings, if applicable
- * Photocopy of latest appointment, if applicable
- * Photocopy of valid and updated PRC license/ID, if applicable
- * Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- * Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record whichever is applicable
- * Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- * Certificate of General Weighted Average (GWA)

* Other documents if applicable:

Means of Verification (MOV) showing outstanding accomplishments, application of education, and application of learning and development reckoned from the date of last issuance of appointment
Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating 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 Teacher I only)

*** Refer to MEC Order No. 10 s. 1979 and RM 178 s. 2020 (For Master Teacher position only)

*** Refer to DepEd Order No. 66 s. 2007 and RM 178 s. 2020 (For Teacher III and Teacher II only)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Danilo P. Gayao

School Principal IV

Palma Street, Baguio City

pcnhspersonnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.