



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**  
DEC 10 2024 Time: 3:47 pm  
Bucket Control No.:  
By: **MONINA LIZA CHONA O. SALES**  
Name, Position, Division Office  
Senior 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:

*MYLINE P. JAMES*  
**MYLINE P. JAMES**

Administrative Officer IV (HRMO)

Date:

December 10, 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	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-90001-2014	13	32,870	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	Baguio City High School
2	SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1-90002-2012	14	35434	Bachelor's degree in Education with Specialization in Special Education	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
3	Master Teacher I	OSEC-DECSB-MTCHR1-90011-2007	18	49015	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)/ LET/ PBET	Preferably English Major	Baguio City High School
4	Teacher III	Anticipated Vacancy (1 Item) OSEC-DECSB-TCH3-90003-2000 OSEC-DECSB-TCH3-90005-2000 OSEC-DECSB-TCH3-90006-2000 OSEC-DECSB-TCH3-90018-2014 OSEC-DECSB-TCH3-90019-2014 OSEC-DECSB-TCH3-90023-2014 OSEC-DECSB-TCH3-90032-2015 OSEC-DECSB-TCH3-90047-2018 OSEC-DECSB-TCH3-90048-2018	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School

5	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90051-2018 OSEC-DECSB-TCH3-90052-2018 OSEC-DECSB-TCH3-90053-2018 OSEC-DECSB-TCH3-90081-2008 OSEC-DECSB-TCH3-90081-2006 OSEC-DECSB-TCH3-90082-2006 OSEC-DECSB-TCH3-90082-2008 OSEC-DECSB-TCH3-90083-2006 OSEC-DECSB-TCH3-90084-2008 OSEC-DECSB-TCH3-90084-2006 OSEC-DECSB-TCH3-90085-2006 OSEC-DECSB-TCH3-90086-2008	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
6	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90086-2006 OSEC-DECSB-TCH3-90087-2008 OSEC-DECSB-TCH3-90088-2006 OSEC-DECSB-TCH3-90090-2006 OSEC-DECSB-TCH3-90092-2006 OSEC-DECSB-TCH3-90095-2006 OSEC-DECSB-TCH3-90096-2006 OSEC-DECSB-TCH3-90104-2017 OSEC-DECSB-TCH3-90105-2017 OSEC-DECSB-TCH3-90107-2015 OSEC-DECSB-TCH3-90115-2017	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
7	Teacher III	Anticipated Vacancy (1Item) OSEC-DECSB-TCH3-90116-2017 OSEC-DECSB-TCH3-90135-2016 OSEC-DECSB-TCH3-90136-2016 OSEC-DECSB-TCH3-90137-2016 OSEC-DECSB-TCH3-90138-2016 OSEC-DECSB-TCH3-90139-2016 OSEC-DECSB-TCH3-90140-2016 OSEC-DECSB-TCH3-90141-2016 OSEC-DECSB-TCH3-90142-2016 OSEC-DECSB-TCH3-90143-2016 OSEC-DECSB-TCH3-90144-2016 OSEC-DECSB-TCH3-90156-2002	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
8	Teacher III	Anticipated Vacancy( Continuation) OSEC-DECSB-TCH3-90157-2019 OSEC-DECSB-TCH3-90158-2019 OSEC-DECSB-TCH3-90159-2019 OSEC-DECSB-TCH3-90160-2019 OSEC-DECSB-TCH3-90161-2019 OSEC-DECSB-TCH3-90162-2019 OSEC-DECSB-TCH3-90163-2019 OSEC-DECSB-TCH3-90164-2019 OSEC-DECSB-TCH3-90181-2007 OSEC-DECSB-TCH3-90183-2007 OSEC-DECSB-TCH3-90185-2007 OSEC-DECSB-TCH3-90186-2007	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School

9	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90187-2007 OSEC-DECSB-TCH3-90188-2007 OSEC-DECSB-TCH3-90189-2007 OSEC-DECSB-TCH3-90190-2007 OSEC-DECSB-TCH3-90191-2007 OSEC-DECSB-TCH3-90206-2000 OSEC-DECSB-TCH3-90208-2000 OSEC-DECSB-TCH3-90209-2000 OSEC-DECSB-TCH3-90210-2000 OSEC-DECSB-TCH3-90211-2000 OSEC-DECSB-TCH3-90212-2000 OSEC-DECSB-TCH3-90214-2000	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
10	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90187-2007 OSEC-DECSB-TCH3-90188-2007 OSEC-DECSB-TCH3-90189-2007 OSEC-DECSB-TCH3-90190-2007 OSEC-DECSB-TCH3-90191-2007 OSEC-DECSB-TCH3-90206-2000 OSEC-DECSB-TCH3-90208-2000 OSEC-DECSB-TCH3-90209-2000 OSEC-DECSB-TCH3-90210-2000 OSEC-DECSB-TCH3-90211-2000 OSEC-DECSB-TCH3-90212-2000 OSEC-DECSB-TCH3-90214-2000	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
11	Teacher III	Anticipated Vacancy (1 Item) OSEC-DECSB-TCH3-90215-2000 OSEC-DECSB-TCH3-90215-2021 OSEC-DECSB-TCH3-90216-2021 OSEC-DECSB-TCH3-90217-2021 OSEC-DECSB-TCH3-90218-2021 OSEC-DECSB-TCH3-90219-2021 OSEC-DECSB-TCH3-90219-2007 OSEC-DECSB-TCH3-90220-2007 OSEC-DECSB-TCH3-90225-2007 OSEC-DECSB-TCH3-90226-2007 OSEC-DECSB-TCH3-90228-2007 OSEC-DECSB-TCH3-90229-2007	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
12	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90246-2024 OSEC-DECSB-TCH3-90247-2022 OSEC-DECSB-TCH3-90247-2024 OSEC-DECSB-TCH3-90248-2022 OSEC-DECSB-TCH3-90249-2022 OSEC-DECSB-TCH3-90249-2024 OSEC-DECSB-TCH3-90250-2022 OSEC-DECSB-TCH3-90393-2017 OSEC-DECSB-TCH3-90394-2017 OSEC-DECSB-TCH3-90395-2017 OSEC-DECSB-TCH3-90396-2017	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School

13	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90403-2007 OSEC-DECSB-TCH3-90404-2007 OSEC-DECSB-TCH3-90405-2007 OSEC-DECSB-TCH3-90423-2022 OSEC-DECSB-TCH3-90424-2022 OSEC-DECSB-TCH3-90425-2022 OSEC-DECSB-TCH3-90426-2022 OSEC-DECSB-TCH3-90427-2022 OSEC-DECSB-TCH3-90428-2022 OSEC-DECSB-TCH3-90429-2022 OSEC-DECSB-TCH3-90430-2022 OSEC-DECSB-TCH3-90431-2022	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
14	Teacher III	Anticipated Vacancy (1 Item) OSEC-DECSB-TCH3-90432-2022 OSEC-DECSB-TCH3-90433-2022 OSEC-DECSB-TCH3-90434-2022 OSEC-DECSB-TCH3-90434-2022 OSEC-DECSB-TCH3-90435-2022 OSEC-DECSB-TCH3-90444-2018 OSEC-DECSB-TCH3-90445-2018 OSEC-DECSB-TCH3-90459-2023 OSEC-DECSB-TCH3-90460-2023 OSEC-DECSB-TCH3-90477-2019 OSEC-DECSB-TCH3-90478-2019 OSEC-DECSB-TCH3-90479-2019 OSEC-DECSB-TCH3-90514-2014	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
15	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90547-2024 OSEC-DECSB-TCH3-90548-2024 OSEC-DECSB-TCH3-90549-2024 OSEC-DECSB-TCH3-90555-2019 OSEC-DECSB-TCH3-90556-2019 OSEC-DECSB-TCH3-90557-2019 OSEC-DECSB-TCH3-90563-2014 OSEC-DECSB-TCH3-90679-2014 OSEC-DECSB-TCH3-90692-2018 OSEC-DECSB-TCH3-90693-2018 OSEC-DECSB-TCH3-90694-2018 OSEC-DECSB-TCH3-90695-2018	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
16	Teacher III	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH3-90696-2018 OSEC-DECSB-TCH3-90697-2018 OSEC-DECSB-TCH3-90698-2018 OSEC-DECSB-TCH3-90699-2018 OSEC-DECSB-TCH3-90700-2018 OSEC-DECSB-TCH3-90701-2018 OSEC-DECSB-TCH3-90701-2019 OSEC-DECSB-TCH3-90702-2019 OSEC-DECSB-TCH3-90703-2019 OSEC-DECSB-TCH3-90703-2019 OSEC-DECSB-TCH3-90704-2019 OSEC-DECSB-TCH3-90705-2019 OSEC-DECSB-TCH3-90706-2019	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School

17	Teacher III	<p>Anticipated Vacancy (1Item)</p> <p>OSEC-DECSB-TCH3-90707-2019  OSEC-DECSB-TCH3-90778-2022  OSEC-DECSB-TCH3-90779-2022  OSEC-DECSB-TCH3-90780-2022  OSEC-DECSB-TCH3-90781-2022  OSEC-DECSB-TCH3-91029-2023  OSEC-DECSB-TCH3-91030-2023  OSEC-DECSB-TCH3-91031-2023  OSEC-DECSB-TCH3-91032-2023  OSEC-DECSB-TCH3-91033-2023  OSEC-DECSB-TCH3-91034-2023  OSEC-DECSB-TCH3-91035-2023</p>	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
18	Teacher III	<p>Anticipated Vacancy (Continuation)</p> <p>OSEC-DECSB-TCH3-91081-1998  OSEC-DECSB-TCH3-91083-1998  OSEC-DECSB-TCH3-91087-1998  OSEC-DECSB-TCH3-91092-1998  OSEC-DECSB-TCH3-91293-1998  OSEC-DECSB-TCH3-91532-1998  OSEC-DECSB-TCH3-91534-1998  OSEC-DECSB-TCH3-91536-1998  OSEC-DECSB-TCH3-91542-1998  OSEC-DECSB-TCH3-91552-1998  OSEC-DECSB-TCH3-91554-1998  OSEC-DECSB-TCH3-91558-1998  OSEC-DECSB-TCH3-91560-1998  OSEC-DECSB-TCH3-91562-1998  OSEC-DECSB-TCH3-91764-1998</p>	13	32870	Bachelor of Secondary Education (BSEd) 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	Baguio City High School
19	Teacher II	<p>Anticipated Vacancy (Continuation)</p> <p>OSEC-DECSB-TCH2-90035-2017  OSEC-DECSB-TCH2-90037-2005  OSEC-DECSB-TCH2-90039-2005  OSEC-DECSB-TCH2-90054-2016  OSEC-DECSB-TCH2-90055-2024  OSEC-DECSB-TCH2-90084-2023  OSEC-DECSB-TCH2-90093-2024  OSEC-DECSB-TCH2-90094-2024  OSEC-DECSB-TCH2-90095-2024  OSEC-DECSB-TCH2-90122-2006  OSEC-DECSB-TCH2-90130-2019  OSEC-DECSB-TCH2-90131-2000  OSEC-DECSB-TCH2-90181-2007  OSEC-DECSB-TCH2-90183-2007  OSEC-DECSB-TCH2-90208-2007  OSEC-DECSB-TCH2-90255-2023  OSEC-DECSB-TCH2-90256-2023  OSEC-DECSB-TCH2-90257-2023  OSEC-DECSB-TCH2-90326-2007</p>	12	30705	Bachelor of Secondary Education (BSEd) 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	Baguio City High School

20	Teacher II	<p>Anticipated Vacancy (1 Item)</p> <p>OSEC-DECSB-TCH2-90352-2017  OSEC-DECSB-TCH2-91004-1998  OSEC-DECSB-TCH2-91006-1998  OSEC-DECSB-TCH2-91010-1998  OSEC-DECSB-TCH2-91011-1998  OSEC-DECSB-TCH2-91018-1998  OSEC-DECSB-TCH2-91019-1998  OSEC-DECSB-TCH2-91022-1998  OSEC-DECSB-TCH2-91471-1998  OSEC-DECSB-TCH2-91480-1998  OSEC-DECSB-TCH2-91481-1998  OSEC-DECSB-TCH2-91743-1998</p>	12	30705	<p>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major</p>	None required	1 year relevant experience	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
21	Teacher I	<p>Anticipated Vacancy (1 ITEM)</p> <p>OSEC-DECSB-TCH1-90003-2010  OSEC-DECSB-TCH1-90004-2010  OSEC-DECSB-TCH1-90015-2007  OSEC-DECSB-TCH1-90032-2012  OSEC-DECSB-TCH1-90034-2012  OSEC-DECSB-TCH1-90036-2012  OSEC-DECSB-TCH1-90065-2010  OSEC-DECSB-TCH1-90065-2019  OSEC-DECSB-TCH1-90065-2022  OSEC-DECSB-TCH1-90066-2022  OSEC-DECSB-TCH1-90066-2010  OSEC-DECSB-TCH1-90067-2022  OSEC-DECSB-TCH1-90067-2020  OSEC-DECSB-TCH1-90068-2022  OSEC-DECSB-TCH1-90088-2021</p>	11	28512	<p>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major</p>	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
22	Teacher I	<p>Anticipated Vacancy (CONTINUATION)</p> <p>OSEC-DECSB-TCH1-90089-2021  OSEC-DECSB-TCH1-90097-2014  OSEC-DECSB-TCH1-90099-2014  OSEC-DECSB-TCH1-90107-2004  OSEC-DECSB-TCH1-90107-2009  OSEC-DECSB-TCH1-90112-2004  OSEC-DECSB-TCH1-90182-1999  OSEC-DECSB-TCH1-90216-2007  OSEC-DECSB-TCH1-90217-2007  OSEC-DECSB-TCH1-90225-2002  OSEC-DECSB-TCH1-90228-2002  OSEC-DECSB-TCH1-90266-2007  OSEC-DECSB-TCH1-90268-2018</p>	11	28512	<p>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major</p>	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School

23	Teacher I	<p>Anticipated Vacancy (CONTINUATION)</p> <p>OSEC-DECSB-TCH1-90268-2011  OSEC-DECSB-TCH1-90269-2018  OSEC-DECSB-TCH1-90535-2012  OSEC-DECSB-TCH1-90540-2012  OSEC-DECSB-TCH1-90541-2012  OSEC-DECSB-TCH1-90542-2012  OSEC-DECSB-TCH1-90560-2012  OSEC-DECSB-TCH1-90568-2012  OSEC-DECSB-TCH1-90584-2012  OSEC-DECSB-TCH1-90613-2012  OSEC-DECSB-TCH1-90618-2012  OSEC-DECSB-TCH1-90620-2012  OSEC-DECSB-TCH1-90930-2012  OSEC-DECSB-TCH1-91712-1998</p>	11	28512	<p>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18  professional units in Education with  appropriate major</p>	None required	None required	RA 1080 (Teacher)/ LET/ PBET	N/A	Baguio City High School
24	Teacher I	<p>Anticipated Vacancy (Continuation)</p> <p>OSEC-DECSB-TCH1-91714-1998  OSEC-DECSB-TCH1-91726-1998  OSEC-DECSB-TCH1-91746-1998  OSEC-DECSB-TCH1-91757-1998  OSEC-DECSB-TCH1-94314-1998  OSEC-DECSB-TCH1-94584-1998  OSEC-DECSB-TCH1-94585-1998</p>	11	28512	<p>Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18  professional units in Education with  appropriate major</p>	None required	None required	RA 1080 (Teacher)/ LET/ PBET	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 **December 23, 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.**