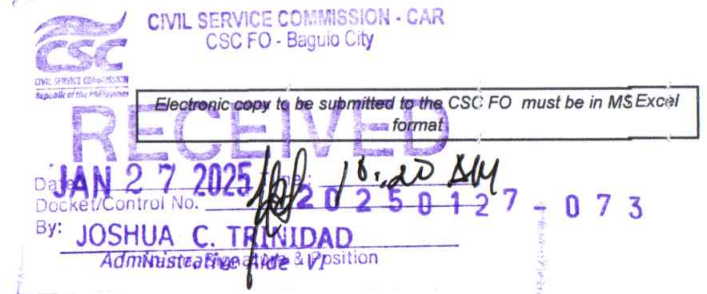




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions



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: January 27, 2025

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	SP1-90479-2010	19	56390	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 I	HTEACH1-90022-2016	14	37024	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
3	Head Teacher I	HTEACH1-90027-2016	14	37024	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	Master Teacher II	MTCHR2-90149-1998	19	56390	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
5	Teacher III (Senior High School) Academic Track	TCH3-90598-2016	13	34421	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	Baguio City High School
6	Teacher II	TCH2-90068-2024	12	32245	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)	n/a	San Vicente National High School

7	Teacher II	TCH2-90911-1998	12	32245	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	Lucban Elementary School
8	Teacher II	TCH2-90901-1998	12	32245	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 Elementary School
9	Teacher II	TCH2-90023-2017	12	32245	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	Doña Nicasia Elementary School
10	Teacher II	TCH2-90034-2009	12	32245	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	Doña Nicasia Elementary School
11	Teacher II	TCH2-90059-2016	12	32245	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	Pinget Elementary School
12	Teacher II	TCH2-91673-1998	12	32245	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	Dontogan Elementary School
13	Teacher I	TCH1-90092-2005	11	30024	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Quezon Hill Elementary School
14	Teacher I	TCH1-90418-2012	11	30024	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Baguio Central School
15	Teacher I	TCH1-90462-2012	11	30024	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Rizal Elementary School
16	Teacher I	TCH1-90084-2021	11	30024	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	n/a	Loakan Elementary School

17	Teacher I	TCH1-90635-2012	11	30024	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)	n/a	Quezon Hill National High School
18	Administrative Officer II (Administrative Officer I)	ADOF2-90017-2020	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	Schools Division of Baguio City
19	Administrative Officer II (Administrative Officer I)	ADOF2-90050-2021	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	n/a	Schools Division of Baguio City
20	Administrative Assistant III (Computer Operator II)	ADAS3-90060-2017	9	23226	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
21	Administrative Assistant III (Computer Operator II)	ADAS3-90016-2018	9	23226	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

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 February 6, 2025 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. Letter of intent addressed to the SDS containing the following information:
  - i. Statement of purpose/expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II,<sup>4</sup> Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

**\*\*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 and Deped Order No. 021 s. 2024 Amendments to Deped Order No. 007 s. 2023 (For Non-Teaching, Teaching-Related, School Administrator, T-I)**

**\* Refer to Deped Order No. 020 s. 2024 for:**

- Teacher II, III, IV, V, VI and VII
- Master Teacher I, II, III, IV, and V
- Special Science Teacher (SST) I
- Special Needs Education Teacher I, II, III, IV, and V

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](mailto:sdobaguio.hrmo@gmail.com)

\*Submit to the school where the vacancy exist for higher teaching positions

\*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.**