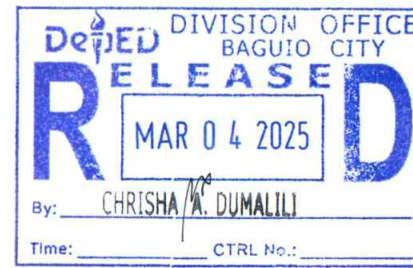


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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: March 4, 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	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90074-2004	4	16,833	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/First Level Eligibility	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 **March 17, 2025 on or before 5:00 PM.**

***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 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 Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) with work experience sheet
- c. Photocopy of Voter's ID and or any proof 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), 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 (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of E.O. 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 and 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:

WHITNEY A. DAWAYEN

Secondary School Principal IV

BCHS-Gov. Pack Rd., Baguio City

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.