

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

Booklet/Control No. 032025
Name: L. D. Lopez
JOSHUA C. TRINIDAD
Administrative Aide - Vacant Position

RECEIVED
MAR 03 2025

DEPTED DIVISION OFFICE
BAGUIO CITY

Electronic copy to be submitted to the CSC FO must be in MS-Excel format

By: ARIANC BANGSE-IL
Time: 2:14 PM CTRL No.:

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:

OFELIA B. PADLAN

Administrative Officer IV

Date: March 3, 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 I (Utility Worker)	OSEC-DECSB-ADA1-90254- 2004	1	14 061.00	Must be able to read and write	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 submit to the address below on or before **March 14, 2025**.

*****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 Head of Office with the following informations:

Statement of purpose/ expression of interest; and

Learning area/ subject group intended to teach, if applicable

b. Duly accomplished PDS (CSC form 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

(for Non-Teaching, Teaching-Related, School Administrator and Teacher | positions only)

e. Photocopy of certificate of board rating

f. Photocopy of Scholastic academic record (i.e. Transcript of Records and Diploma including completion of graduate and post-graduate units/ degree, if available)

g. Photocopy of duly signed Service Record or Certificate of Employment whichever is applicable

h. Photocopy of latest Appointment (if applying for promotion)

i. Photocopy of certificates 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) latest 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 of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA no. 10173 or the 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

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, Teacher I)

*** Refer to DepEd Order No. 020 s. 2024 (For Teacher I, II, III, IV, V, VI, VII, Master Teacher I, II, III, IV, V

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

pchspersonnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.