

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:

CIVIL SERVICE COMMISSION - CAR
CSC FO - Baguio City

RECEIVED
MAY 20 2025 Time: 8:40 am
Check/Control No.
Name, Signature & Position
MONINA LIZA CHONA O. SALES
Senior HR Specialist

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

**DEPED DIVISION OFFICE
BAGUIO CITY**
RELEASED
MAY 20 2025
By: **CHRISHA A. DUMALILI**
Time: CTRL No.:

MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: **May 20, 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)	
1	Administrative Officer II (Administrative Officer I)	ADOF2-90001-2025	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
2	Administrative Officer II (Administrative Officer I)	ADOF2-90002-2025	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
3	Administrative Officer II (Administrative Officer I)	ADOF2-90003-2025	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
4	Administrative Officer II (Administrative Officer I)	ADOF2-90004-2025	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
5	Administrative Officer II (Administrative Officer I)	ADOF2-90005-2025	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
6	Administrative Officer II (Administrative Officer I)	ADOF2-90006-2025	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
7	Administrative Officer II (Administrative Officer I)	ADOF2-90007-2025	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
8	Administrative Officer II (Administrative Officer I)	ADOF2-90008-2025	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
9	Administrative Officer II (Administrative Officer I)	ADOF2-90009-2025	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

10	Administrative Officer II (Administrative Officer I)	ADOF2-90010-2025	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
11	Administrative Officer II (Administrative Officer I)	ADOF2-90011-2025	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
12	Administrative Officer II (Administrative Officer I)	ADOF2-90012-2025	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
13	Administrative Officer II (Administrative Officer I)	ADOF2-90013-2025	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
14	Administrative Officer II (Administrative Officer I)	ADOF2-90014-2025	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
15	Administrative Officer II (Administrative Officer I)	ADOF2-90015-2025	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
16	Administrative Officer II (Administrative Officer I)	ADOF2-90016-2025	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
17	Administrative Officer II (Administrative Officer I)	ADOF2-90017-2025	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
18	Administrative Officer II (Administrative Officer I)	ADOF2-90018-2025	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)	ADOF2-90019-2025	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 Officer II (Administrative Officer I)	ADOF2-90020-2025	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

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 May 30, 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:

1. Statement of purpose/expression of interest; and

2. Learning area/subject group they intend to teach, if applicable;

B. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet (can be downloaded at csc.com)

C. Photocopy of Voter's ID and/or any proof of residency;

D. Photocopy of valid and updated PRC License/ID or Civil Service Eligibility (Prot.);

E. Photocopy of Certificate of Board Rating;

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

K. Photocopy of the required Performance Ratings with at least **Very Satisfactory** rating

L. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the

M. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST no-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

*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.