


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

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

**RECEIVED**

Date: **MAY 26 2025** Time: **10:24 AM**

Docket/Control No. \_\_\_\_\_

By: **MONINA LIZA CHONA O. SALES**  
Senior HR Specialist

**MYLINE P. JAMES**  
Administrative Officer IV (HRMO)

Date: **May 26, 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	Teacher II	OSEC-DECSB-TCH2-91018-1998	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)/ LET/ PBET	N/A	Baguio City High School
2	Teacher I	Anticipated Vacancy 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-TCH1-90067-2020 OSEC-DECSB-TCH1-90067-2022 OSEC-DECSB-TCH1-90068-2022 OSEC-DECSB-TCH1-90088-2021 OSEC-DECSB-TCH1-90089-2021	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)/ LET/ PBET	N/A	Baguio City High School

3	Teacher I	Anticipated Vacancy (Continuation) 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-TCH1-90217-2007 OSEC-DECSB-TCH1-90225-2002 OSEC-DECSB-TCH1-90228-2002 OSEC-DECSB-TCH1-90266-2007 OSEC-DECSB-TCH1-90268-2018 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-TCH1-90568-2012	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)/ LET/ PBET	N/A	Baguio City High School
4	Teacher I	Anticipated Vacancy (Continuation) OSEC-DECSB-TCH1-90584-2012 OSEC-DECSB-TCH1-90613-2012 OSEC-DECSB-TCH1-90620-2012 OSEC-DECSB-TCH1-90930-2018 OSEC-DECSB-TCH1-91712-1998 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	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)/ 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 **June 9, 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 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 Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) with work experience sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)

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 HRMPST, 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](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.**