


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, Baguio City in MS Excel format

**RECEIVED**  
MAY 19 2025  
Time: 10:10 am  
Pocket/Control No.:  
By: **MONINA LIZA CHONA O. SALES**  
Senior HR Specialist

**RELEASED**  
MAY 19 2025  
By: **ARIAN C. BANGCO II**  
Time: 10:59 am CTRL No.:

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

Date: **May 19, 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	Master Teacher II	MTCHR2-90165-1998	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
2	Master Teacher I	Anticipated Vacancy	18	51304	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)	n/a	Schools Division of Baguio City
3	Teacher III	TCH3-90403-2024	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	Bakakeng Elementary School
4	Teacher III	TCH3-90159-2016	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 Central School
5	Teacher III	TCH3-90228-2022	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	Dominican Mirador Elementary School
6	Teacher I	TCH1-90455-2012	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	

7	Teacher I	TCH1-90401-2017	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	
8	Special Education Teacher III	SPET3-90003-2014	16	43560	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (Teacher)	n/a	Baguio City SPED Center
9	Teacher III	TCH3-90433-2023	13	34421	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)	n/a	Doña Aurora National High School
10	Teacher II	TCH2-90022-2017	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	Doña Aurora National High School
11	Teacher II (Senior High School)	TCH2-90294-2016	12	32245	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher)	n/a	Baguio City High School
12	Administrative Assistant II (Clerk IV)	ADAS2-90072-2016	8	21448	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	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 29, 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](http://csc.com))

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, Trainers Methodology Certificate (TMC), if applicable
- 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 documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012, 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 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](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.**