

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



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: **JUN 09 2025** Time: **2:13 pm**

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

By: **MONINA LIZA CHONA O. SALES**

Name, Signature & Position  
Senior HR Specialist

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: **June 9, 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 III	OSEC-DECSB-TCH3-90314-2014	13	34 421	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	Two Years Relevant Experience	RA 1080 (Teacher)/LET/PBET	N/A	Pines City National High School
2	Teacher II	ANTICIPATED VACANCY (1 item) OSEC-DECSB-TCH2-90009-2000 OSEC-DECSB-TCH2-90016-2001 OSEC-DECSB-TCH2-90035-2021 OSEC-DECSB-TCH2-90043-2005 OSEC-DECSB-TCH2-91031-1998 OSEC-DECSB-TCH2-91033-1998 OSEC-DECSB-TCH2-91747-1998	12	32 245	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	One Year Relevant Experience	RA 1080 (Teacher)/LET/PBET	N/A	Pines City National High School
3	Teacher I	ANTICIPATED VACANCY (1 item) OSEC-DECSB-TCH1-90008-2010 OSEC-DECSB-TCH1-90094-2008 OSEC-DECSB-TCH1-90217-2018 OSEC-DECSB-TCH1-90220-2018 OSEC-DECSB-TCH1-90221-2018 OSEC-DECSB-TCH1-90223-2018 OSEC-DECSB-TCH1-90225-2018 OSEC-DECSB-TCH1-90226-2018 OSEC-DECSB-TCH1-90227-2011 OSEC-DECSB-TCH1-90228-2018 OSEC-DECSB-TCH1-90632-2012 OSEC-DECSB-TCH1-90826-2018	11	30 024	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	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 June 23, 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 I 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 II, III, IV, V, VI, VII, Master Teacher I, II, III, IV, V, Special Science Teacher (SST) I, Special Needs Education 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  
\_\_\_\_\_  
[pcnhspersonnel@yahoo.com](mailto:pcnhspersonnel@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.