



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



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

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:

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

Date: **June 4, 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 (Senior High School)	TCH3-90591-2016	13	34421	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching/industry work experience	RA 1080 (Teacher)	n/a	Baguio City High School
2	Teacher II (Senior High School)	TCH2-90159-2022	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	Irisan National High School
3	Teacher I	Anticipated Vacancy	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)	n/a	
4	Teacher II	TCH2-90983-1998	12	32245	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)	n/a	Brookspoint Elem. School
5	Teacher I	Anticipated Vacancy	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	
6	Project Development Officer I	PDO1-90084-2023	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	n/a	Clustered schools (Doña Aurora ES, Don Mariano ES, Doña Nicasia ES)
7	Administrative Assistant I (Computer Operator I)	ADAS1-90016-2014	7	20110	Completion of 2 year studies in college	None required	None required	Career Service (Sub-professional)/First level Eligibility	n/a	Schools Division of Baguio City
8	Administrative Aide VI (Clerk III)	ADA6-90041-2004	6	18957	Completion of two years in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	Schools Division of Baguio City

9	Administrative Aide I (Utility Worker)	ADA1-90222-2004	1	14061	Must be able to read and write	None required	None required	None required	n/a	Schools Division of Baguio City
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**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 16, 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.**