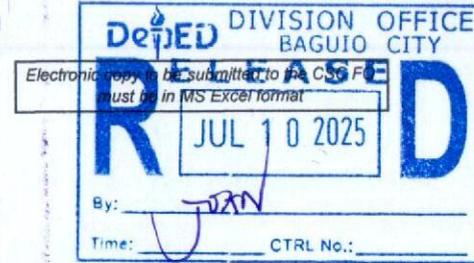


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

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

Date: **July 10, 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	Master Teacher I (Elementary)	MTCHR1-90201-1998	18	51304	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Pinsao Elementary School
2	Teacher III (Elementary)	TCH3-90979-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Baguio Central School
3	Teacher III (Elementary)	TCH3-90965-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Loakan Elementary School
4	Teacher III (Elementary)	TCH3-90141-2019	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Mabini Elementary School

5	Teacher III (Elementary)	TCH3-90976-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Josefa Cariño Elementary School
6	Teacher III (Elementary)	TCH3-90096-2015	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Kias Elementary School
7	Teacher I (Elementary)	TCH1-90064-2019	11	30024	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	
8	Teacher III (Secondary)	TCH3-90419-2021	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	n/a	Mil-An National High School
9	Teacher I (Secondary)	TCH1-91137-2012	11	30024	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	None Required	None Required	RA 1080, as amended (Teacher-Secondary)	n/a	
10	Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	TCH3-90384-2024	13	34421	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	2 years experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments. None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	n/a	Magsaysay National High School
11	Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	TCH2-90135-2023	12	32245	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject plus 18 units of professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments. None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring	n/a	Baguio City High School

12	Administrative Aide VI (Clerk III)	ADA6-90030-2014	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
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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 July 21, 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;

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: (higher teaching positions)**

- 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 non-teaching and school administrator positions

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.