

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

CIVIL SERVICE COMMISSION - CAR  
CSC FO - Baguio City

**RECEIVED**  
Date: 11 2025 Time: 10:13 am  
Docket/Control No. \_\_\_\_\_  
By: **MONINA LIZA CHONA O. SALES**  
Name, Signature & Position  
Senior HR Specialist

**DEPED** DIVISION OFFICE  
BAGUIO CITY  
Electronic copy to be submitted to the CSC  
File must be in MS Excel format

**RELEASED**  
JUL 14 2025  
By: *JMN*  
Time: \_\_\_\_\_ CTRL No.: \_\_\_\_\_

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*  
**MA. LOUELLA C. MONCADA**  
Administrative Officer IV (HRMO)  
Date: **July 14, 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 (Elementary)	MTCHR2-90165- 1998	19	56390	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 and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Holy Ghost Elem. School
2	Master Teacher I (Elementary)	MTCHR1-90056- 2021	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	Baguio Central School

3	Master Teacher I (Elementary)	MTCHR1-90032-2019	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	Rizal Elem. School - Liteng Ext.
4	Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	TCH3-90621-2016	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	Baguio City High School
5	Teacher III (Secondary)	TCH3-90119-2016	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	Rizal National High School
6	Teacher I (Secondary)	TCH1-90153-2020	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	
7	Teacher III (Elementary)	TCH3-90100-2017	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	Quirino Hill Elementary School

8	Teacher III (Elementary)	TCH3-90323-2014	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
9	Teacher III (Elementary)	TCH3-90037-2009	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
10	Teacher I (Elementary)	TCH1-90331-2024	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	

(\*\*REPUBLICATION OF ITEMS USING THE NEW QUALIFICATION STANDARDS BASED ON DEPED ORDER NO. 19, s. 2025)

**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 24, 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 HRMPSTB, 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](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 non-teaching and school administrator positions

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**