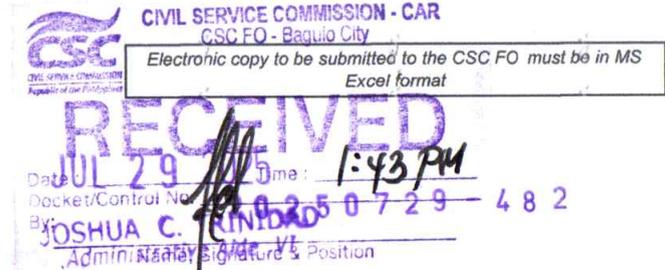




Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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 29, 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 | Project Development Officer I | PDO1-90083-2023 | 11 | 30024 | Bachelor's degree relevant to the job | None required | None required | Career Service Professional (Second Level Eligibility) | n/a | Clustered Schools (Bakakeng NHS, Bakakeng ES, Doña aurora H. Bueno ES) |
| 2 | Project Development Officer I | PDO1-90091-2023 | 11 | 30024 | Bachelor's degree relevant to the job | None required | None required | Career Service Professional (Second Level Eligibility) | n/a | Cluster Schools (Fort del Pilar NHS, Fort del Pilar ES, Kias ES) |
| 3 | Administrative Assistant III (Senior Bookkeeper) | ADAS3-90059-2017 | 9 | 23226 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) Appropriate Eligibility for First Level Position | Preferably Accounting, Management Accounting, Financial Management graduate | Schools Division of Baguio City |
| 4 | Administrative Assistant III (Senior Bookkeeper) | ADAS3-90014-2018 | 9 | 23226 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) Appropriate Eligibility for First Level Position | Preferably Accounting, Management Accounting, Financial Management graduate | Schools Division of Baguio City |
| 5 | Administrative Assistant III (Senior Bookkeeper) | ADAS3-90028-2014 | 9 | 23226 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) Appropriate Eligibility for First Level Position | Preferably Accounting, Management Accounting, Financial Management graduate | Schools Division of Baguio City |
| 6 | Administrative Assistant III (Senior Bookkeeper) | ADAS3-90030-2014 | 9 | 23226 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) Appropriate Eligibility for First Level Position | Preferably Accounting, Management Accounting, Financial Management graduate | Schools Division of Baguio City |

| | | | | | | | | | | |
|---|--|------------------|---|-------|------------------------------------|------------------------------|----------------------------|--|-----|---------------------------------|
| 7 | Administrative Assistant II (Clerk IV) | ADAS2-90078-2016 | 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 |
| 8 | Administrative Assistant II (Clerk IV) | ADAS2-90035-2014 | 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 |
| 9 | Administrative Aide VI (Clerk III) | ADA6-90044-2004 | 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 |

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 August 8, 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. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. 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 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.