



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

To: CIVIL SERVICE COMMISSION (CSC)

RECEIVED
Date: AUG 01 2025 Time: 3:30pm
Docket/Control No. _____
By: MONINA LIZA CHONA O. SALES
Name, Signature & Position
Senior Supervisor

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:

MYLINE P. JAMES

Administrative Officer IV (HRMO)

Date: August 1, 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 (Secondary)	OSEC-DECSB- MTCHR2-90169- 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-Secondary)	n/a	Baguio City High School
2	Master Teacher I (Secondary)	OSEC-DECSB- MTCHR1-90242- 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-Secondary)	n/a	Baguio City High School

3	Teacher III (Secondary)	OSEC-DECSB-TCH3-91536-1998	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-Secondary)	n/a	Baguio City High School
4	Teacher III (Secondary)	OSEC-DECSB-TCH3-91031-2023	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	Baguio City High School
5	Teacher III (Secondary)	OSEC-DECSB-TCH3-90703-2019	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-Secondary)	n/a	Baguio City High School
6	Teacher III (Secondary)	OSEC-DECSB-TCH3-90157-2019	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-Secondary)	n/a	Baguio City High School
7	Teacher II (Secondary)	OSEC-DECSB-TCH2-91018-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	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 teaching experience	RA 1080, as amended (Teacher-Secondary)	n/a	Baguio City High School

(**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 August 12, 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:

WHITNEY A. DAWAYEN

Secondary School Principal IV

BCHS-Governor Pack Rd., Baguio City

305269@deped.gov.ph

*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.