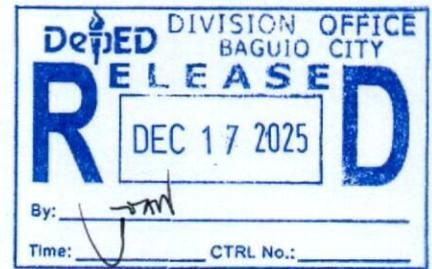




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



December 17, 2025

**DIVISION MEMORANDUM**

No. **834-2025**

**NOTICE OF VACANT POSITION IN THE SCHOOLS DIVISION OF BAGUIO CITY  
 UNDER CONTRACT OF SERVICE (COS)**

**TO:** Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors/In-charge  
 Elementary and Secondary School heads  
 All Others Concerned

1. This is to inform all interested applicants of the vacant positions in the Schools Division of Baguio City:

**VACANCY/PARTICULAR**

<b>BASIC QUALIFICATION STANDARD</b>	
<b>Position Title</b>	Accounting Assistant (Accounting Clerk) for Provident
<b>Salary</b>	Php 21,906.00 inclusive of 20% premium (Monthly)
<b>Education</b>	Two years in college
<b>Training:</b>	None Required
<b>Experience:</b>	None Required
<b>Eligibility:</b>	None Required
<b>Place of assignment</b>	SDO Baguio City-Accounting
<b>Job Summary</b>	Assist in the preparation of financial and accountability reports required by the Department and oversight agencies; maintenance/reconciliation of subsidiary ledger accounts and other accounting tasks Assist the SSD in disseminating announcements and other relevant information to the school level.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:



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- a. Letter of intent addressed to the Head of Office;

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent  
DepEd-Division of Baguio City  
#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of Performance rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable.

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

3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section on or before **December 19, 2025, not later than 5:00 PM.**
4. For information and dissemination.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OSDS/COS Provident/MMR