


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

CIVIL SERVICE COMMISSION  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
**RECEIVED**  
By: JOSHUA C. TRINIDAD  
Administrative Aide - VI  
MAY 07 2026 10:35 AM  
20260507-10322

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the Department of Education:

  
OFELIA B. PADLAN

**Administrative Officer IV**

Date: May 7, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	<b>Master Teacher II (Secondary)</b>	OSEC-DECSB-MTCHR2-90014-2000	19	59153	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	Pines City National High School
2	<b>Teacher III (Secondary)</b>	OSEC-DECSB-TCH3-90436-2022	13	36125	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	Pines City National High School
3	<b>Teacher III (Secondary)</b>	OSEC-DECSB-TCH3-91320-1998	13	36125	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	Pines City National High School
4	<b>Teacher II (Secondary)</b>	ANTICIPATED VACANCY (2 Items)  OSEC-DECSB-TCH2-90035-2021 OSEC-DECSB-TCH2-90043-2005 OSEC-DECSB-TCH2-91031-1998 OSEC-DECSB-TCH2-91033-1998 OSEC-DECSB-TCH2-91747-1998	12	33947	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	Pines City National High School

5	Teacher I (Secondary)	ANTICIPATED VACANCY (2 Items) OSEC-DECSB-TCH1-90008-2010 OSEC-DECSB-TCH1-90094-2008 OSEC-DECSB-TCH1-90221-2018 OSEC-DECSB-TCH1-90223-2018 OSEC-DECSB-TCH1-90226-2018 OSEC-DECSB-TCH1-90227-2011 OSEC-DECSB-TCH1-90228-2018 OSEC-DECSB-TCH1-90632-2012	11	31705	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	Pines City National High School
6	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90075-2004	4	17506	Completion of two years studies in College (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	n/a	Pines City National High School
7	Administrative Aide III (Clerk I)	CASUAL	3	16486	Completion of two years studies in College (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)	None required	None required	Career (Sub-professional)/ First Level Eligibility	Preferably with Accounting background or any business related course	Pines City National High School

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **May 19, 2026**.

**Requirements**

- a. Letter of intent addressed to the SDS containing the following informations:  
Statement of purpose/ expression of interest; and  
Learning area/ subject group intended to teach, if applicable
  - b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025);  
digitally signed or electronically signed
  - c. Photocopy of Voter's ID and/ or any proof of residency
  - d. Photocopy or electronic copy of valid and updated PRC license/ID
  - e. Photocopy or electronic copy of certificate of board rating
  - f. Photocopy of Scholastic/ academic record (i.e. Transcript of Records and Diploma including completion of graduate and post-graduate units/ degree, if available)  
and certificate of General Weighted Average - required for Non-teaching position only
  - g. Photocopy of duly signed Service Record or Certificate of Employment whichever is applicable
  - h. Photocopy of latest Appointment (if applying for promotion)
  - i. Photocopy of certificates 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 Performance rating in the last rating period (if applicable)
- (NOTE: The applicant shall submit at most three (3) performance ratings depending on the performance requirement. 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 of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA no. 10173 or the Data Privacy Act of 2012, using the attached form (annex C) 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

20260507-322

m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-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, Teacher I)

\*\*\* Refer to DepEd Order No. 020 s. 2024 (For Teacher II, III, IV, V, VI, VII, Master Teacher I, II, III, IV, V, Special Science Teacher (SST) I, Special Needs Education Teacher I, II, III, IV, V

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/ or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP)*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

Danilo P. Gayao

School Principal IV

Palma Street, Baguio City

[pcnhspersonnel@yahoo.com](mailto:pcnhspersonnel@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.