CS Form No. 9
Revised 2025

DepED DIVISION OFFICE BAGUIO CITY
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20261104-838

CIVIL SERVICE COMMISSION CAR
BAGUIO CITY OFFICE
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By: MONINA LIZA CHONA O. SALES
Senior HR Specialist
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Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

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:

MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: **November 9, 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	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91399-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City
2	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91400-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City

3	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91401-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City
4	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91402-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City
5	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91403-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City
6	Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	TCH1-91404-2026	11	31705	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 15 units of specialization in the relevant strand/subject plus 18 professional units in education. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	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	Schools Division of Baguio City

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 **NOVEMBER 19, 2026, on or before 5:00 P.M.**

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).

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. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;

C. Photocopy of Voter's ID and/or any proof of residency;

D. Photocopy of proof of eligibility/rating/license;

E. Photocopy of Certificate of Board Rating;

F. **CERTIFIED TRUE COPY** of scholastic/academic record (i.e., Transcript of records (TOR) and Diploma, including completion of graduate and post -graduate units/degrees, if available)

G. Certificate of General Weighted Average (GWA) required for non-teaching position only

H. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable

I. Photocopy of latest Appointment (for those applying for promotion)

J. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;

K. Photocopy of valid Technical education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable

L. 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 rating period in the current position);

M. 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; MUST BE NOTARIZED and

N. 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.

***Reminders: Color Coded folders with proper tabbings**

Red Folder - Non Teaching Position

Green Folder - Teaching Position

Yellow Folder - Casual

***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

***Note: Applicants for the Non-Teaching position should register through the link indicated below before submission of documents**

https://forms.gle/SvgosbiT5KUkgnLC8

*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

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:

SORAYA T. FACULO PhD EdD, CESO V
Schools Division Superintendent
82 Military Cut Off, Baguio City
Tel. No. (074) 665-1231
sdobaguio.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.