CS Form No. 9
Revised 2025

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

DepED DIVISION OFFICE BAGUIO CITY RELEASED NOV 12 2026 By: JET C. TINANGAG Time: CTRL NO.:

CIVIL SERVICE COMMISSION-CAR RECEIVED By: JOSHUA C. TRINIDAD Administrative Aide VI Date: NOV 12 2026 Time: 11:25 AM 20261112-846

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: November 12, 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 III (Secondary)**	OSEC-DECSB-TCH3-90442-2007	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
2	**Teacher II (Secondary)**	ANTICIPATED VACANCY	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
3	**Teacher I (Secondary)**	ANTICIPATED VACANCY	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

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 25, 2026**.

Requirements

a. Letter of intent addressed to the head of office containing the following informations:
Statement of purpose/ expression of interest; and
Learning area/ subject group intended to teach, if applcable
b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Recised 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 rquirement. The latest performance rating shall cover one (1) year complete performance rating period in the current position)

l. Checklist of requirements and Ominbus 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
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.