CS Form No. 9
Revised 2025

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
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By: JET C. TINANGAG
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CIVIL SERVICE COMMISSION-CAR
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By: JOSHUA C. TRINIDAD
Administrative Aide VI
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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 24, 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 IV (Elementary)	TCH6-90601-2025	16	45694	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in education	24 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	n/a	Baguio SPED Center
2	Teacher III (Elementary)	Anticipated Vacancy (2 items)	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-Elementary/Secondary)	n/a	Baguio SPED Center
3	Teacher II (Elementary)	Anticipated Vacancy (2 items)	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-Elementary/Secondary)	n/a	Baguio SPED Center
4	Teacher I (Elementary)	Anticipated Vacancy (2 items)	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-Elementary/Secondary)	n/a	Schools Division of Baguio City

5	Teacher III (Secondary)	TCH3-90121-2016	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	Rizal National High School
6	Teacher III (Secondary)	TCH3-90151-2023	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	Pinget National High School
7	Teacher III (Secondary)	TCH3-90626-2016	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	Mil-an National High School
8	Teacher II (Secondary)	Anticipated Vacancy (3 items)	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	Rizal NHS, Pinget NHS, Mil-An NHS
9	Teacher I (Secondary)	Anticipated Vacancy (3 items)	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	Schools Division of Baguio City
10	Administrative Assistant III (Computer Operator II)	ADAS3-90018-2018	9	24329	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior high School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NCII)(starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 as amended - Data Encoder Career Service (Sub-Professional)/First Level Eligibility	n/a	Schools Division of Baguio City

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11	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90045-2004	9	24329	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility	Preferably Accounting, Management Accounting, Financial Management graduate	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 **DECEMBER 4, 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

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***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.