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.: _____

2026 1112 - 843

Electronic copy to be submitted to the CSC FO must be in MS Excel format
CIVIL SERVICE COMMISSION-CAR
BAGUIO FIELD OFFICE
BAGUIO CITY
RECEIVED
By: MONINA LIZA CHONA O. SALES
Senior HR Specialist
NOV 12 2026 8:50AM
Date Time

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 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	ADMINISTRATIVE OFFICER II (Administrative Officer I)	ADOF2-90033-2020	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Appropriate Eligibility for Second Level Position	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 23, 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

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.

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.