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.:

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: JOSHUA C. TRINIDAD
Administrative Aide VI
NOV 12 2026 1:05 PM
Date Time
20261112-845

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:

MYLINE P. JAMES
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	Master Teacher I (Secondary)	OSEC-DECSB-MTCHR1-90252-1998	18	53,818.00	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 cumulative of the following:Curriculum,Pedagogy, Subject specialization and 8 hours of training in Intructional 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	RA 1080 as amended (Teacher secondary)	Preferably Major in Mathematics	Rizal National Highschool

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).

A. Letter of Intent addressed to thePrincipal 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. Phtocopy of Voter's ID and/or any proof of residency;

D. Hard copy or electronic copy of proof of eligibility/rating/license;

E. Photocopy of Certificate of Board Rating;

F. Photocopy of scholastic/academic record(i.e., Transcript of records (TOR) and Diploma, including completion of graduate and post -graduate units/degrees, if available) and Certificate of General Weighted Average (GWA) 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 (for those applying for promotion)

I. Photocopy of Certificate/s 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

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L. 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

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.

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

Red Folder - Non Teaching Position
Green Folder - Teaching Position
Yellow Folder - Casual

*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

****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

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:

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

For Higher Teaching Positions
WHITNEY A. DAWAYEN
Secondary School Principal IV
Governor Pack road
Tel. No. (074)442-4882
305269@deped.gov.ph

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

https://tinyurl.com/ymt9vzy6