

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

**JULIUS CESAR L. DE LA CERNA**  
HRMO

Date: October 2, 2023

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 (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3-540592-2014	13	31320	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education.	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division
2	Teacher III	OSEC-DECSB-TCH3-540001-2016	13	31320	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education.	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division
3	Teacher II	OSEC-DECSB-TCH2-540007-2020	12	29165	For Academic Track: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus atleast 6 units towards Master's degree in the relevant strand/subject.  For TVL Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	For Academic Track: None required  For TVL Track: At least National Certificate (NC) II + Trainer's Methodology Certificate (TMC) I appropriate to the specialization	For Academic Track: None required  For TVL Track: 6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.  Applicants for a contractual position: None required.  Practitioners (part-time only): None required		Baybay City Senior High School

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 12, 2023.

- Letter of Intent;
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Photocopy of certificate of eligibility/rating/license;
- Updated Service Record;
- Latest approved appointment (if any);
- Approved performance rating in the last three (3) rating periods;
- Photocopy of Transcript of Records.
- Certificate of outstanding accomplishments (if any);
- Certificate of trainings attended (if any);
- Any other relevant documents;
- DepEd Baybay promotes equal employment opportunity and highly encourages all interested and qualified applicants regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation, including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE), to apply.
- Applicants who submitted their application via email are requested to bring the hardcopies of their documents during the conduct of the open ranking.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JULIUS CESAR L. DE LA CERNA**  
Administrative Officer IV/HRMO  
Diversion Road, Brgy. Gaas Baybay City, Leyte  
[baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**