

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: December 13, 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	School Principal I	OSEC-DECSB-SP1-540210-2011	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher In-Charge (TIC) for 2 years; or Master Teacher for 2 years or Teacher for 5 years	RA 1080 (Teacher)		Baybay City Division
2	Head Teacher I	OSEC-DECSB-HTEACH1-540025-2018	14	33843	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		Baybay City Division
3	Head Teacher III	OSEC-DECSB-HTEACH3-540043-2007	16	39672	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Baybay City Division
4	Head Teacher IV	OSEC-DECSB-HTEACH4-540020-2017	17	43030	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; MT for 2 years	RA 1080 (Teacher)		Baybay National High School
5	Master Teacher I	OSEC-DECSB-MTCHR1-542434-1998	18	46725	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		Baybay City Division
6	Master Teacher I	OSEC-DECSB-MTCHR1-543019-1998	18	46725	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units in education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		Plaridel National High School
7	Master Teacher II	OSEC-DECSB-MTCHR2-540468-1998	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		Baybay City Division
8	Master Teacher II	OSEC-DECSB-MTCHR2-540461-1998	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		Baybay City Division
9	Teacher III	OSEC-DECSB-TCH3-541195-2015	13	31320	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division
10	Teacher III	OSEC-DECSB-TCH3-543814-1998	13	31320	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division
11	Teacher III	OSEC-DECSB-TCH3-540095-2002	13	31320	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division
12	Teacher III	OSEC-DECSB-TCH3-541074-2013	13	31320	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in education	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay City Division

13	Teacher III	OSEC-DECSB-TCH3-540319-2016	13	31320	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	None required	2 years relevant experience	RA 1080 (Teacher)		Baybay National High School
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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 December 23, 2023.

1. Letter of Intent;
2. 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);
3. Photocopy of certificate of eligibility/rating/license (if any);
4. Updated Service Record (if any);
5. Latest approved appointment (if any);
6. Approved performance rating in the last three (3) rating periods (if any);
7. Photocopy of Transcript of Records (if any);
8. Certificate of outstanding accomplishments (if any);
9. Certificate of trainings attended (if any);
10. Any other relevant documents;
11. 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.
12. 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  
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 Diversion Road, Brgy. Gaas Baybay City, Leyte  
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[baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**