



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM


JAN 13 2022

No. 015, s. 2022

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS
(BHSA)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
BHSA OIC-Deputy Director
School Heads
All Others Concerned

1. This Office announces the conduct of the VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) via Zoom Teleconferencing on **January 26, 2022, Wednesday, 10:00 AM** pursuant to School Memorandum No. 001, s. 2022 (see attached) issued on January 12, 2022 by ROLAND M. FRONDA, EdD, CESO VI in his capacity as concurrent OIC-School Director of BHSA.
2. The said evaluation and ranking shall be administered by the Human Resource Management-Personnel Selection Board (HRM-PSB) of BHSA duly constituted by virtue of BHSA Office Memorandum No. 001, 2022 issued on January 05, 2022, and was posted at SDO Bataan website on January 10, 2022.
3. However, while BHSA is still under transition from being temporarily lodged under SDO Bataan to being a fully independent implementing unit, the ranking and appointment processes under it shall be subject to the review of the Chairperson of the HRM-PSB of SDO Bataan.
4. Immediate dissemination of this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent


"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2091120



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM NO. 001, S. 2022

FROM: OFFICE OF THE SCHOOL DIRECTOR

TO: Teaching and Non-Teaching Staff
Interested Applicants
All Others Concerned

SUBJECT: **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)**

DATE: January 12, 2022

1. This Office announces the conduct of the **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)** via Zoom Teleconferencing on **January 26, 2022, Wednesday, 10:00 AM.**
2. The details of the item are as follows:

No. of Item/s	Position Title	SG	Item Number	Place of Assignment
1	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150002-2021	BHSA-Bagac, Bataan

3. The Qualification Standards of the abovementioned item as provided for in the Civil Service Revised Qualification Standards are as follows:

Position Title	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Assistant II	Completion of two-year studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

4. The criteria in evaluating and ranking the qualified applicants for the said item are those set forth in DepEd Order No. 66, s. 2007 (Non-Teaching Level 1), to wit:



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Position Title	DepEd Order No. 66, s. 2007	Level
Administrative Assistant II	Performance: 35 pts. Experience: 5 pts. Outstanding Accomplishment: 5 pts. Education: 10 pts. Training: 10 pts. Potential: 15 pts. Psycho-social Attributes: 20 pts. Total: 100 pts.	1

5. The Human Resource Management-Personnel Selection Board (HRM-PSB), shall be composed of the following in accordance with Office Memorandum No. 001, s. 2022:

PERSONNEL SELECTION BOARD	
Chairperson	Bryan M. Santos <i>OIC-Deputy Director</i>
Member	Ma. Glenda Dela Fuente <i>Designated from the Faculty</i>
Member	Guilito B. Macatuggal <i>Designated from the Faculty</i>
Member	Zharmaine T. Relucano <i>Administrative Officer</i>
Member	Mark Jeno Gaor <i>President of Non-Teaching Association</i>

6. Interested and qualified individuals, including persons with disability (PWD), members of indigenous/cultural communities, and those with diverse sexual orientation or gender identity, irrespective of civil and economic status, and religious and political beliefs and affiliations are encouraged to apply and submit the following **scanned documentary requirements (pdf)** via email to bhsa@deped.gov.ph on or before **January 24, 2021, Monday, 5:00 PM**:
- a. Signed Letter of Intent (LOI) stating the position title with salary grade (SG) addressed to:

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent
OIC-School Director (concurrent)



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BATAAN HIGH SCHOOL FOR THE ARTS

- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent ID picture taken within three (3) months prior to submission of application duly subscribed and sworn to before an officer authorized to administer oath;
 - c. Signed Work Experience Sheet (CSC Form No. 212-as an attachment);
 - d. Authenticated Eligibility (CSC, CESB, RA 1080, PD 907, etc.);
 - e. Transcript of Records;
 - f. Certificate/s of Training participated within the last five (5) years relevant to the position applied for;
 - g. Individual Performance Commitment Review (IPCR) or its equivalent for the last three (3) rating periods (for applicants with work experience);
 - h. Notarized Omnibus Certification certifying the completeness, veracity, accuracy and authenticity of all the documents submitted (See Enclosed); and
 - i. Other documents as contained in DepEd Order No. 66, s. 2007.
7. Applicants are also required to submit at SDO Bataan-Records Section the **Scanned Copy of the Original/Certified True Copy** of all the pertinent documents submitted via email as mentioned in the immediately preceding paragraph **on or before January 24, 2021, Monday, 5:00 PM**. The documents shall be organized inside a long brown enveloped sealed and properly labelled outside indicating the Name of the Applicant and the position applied for. **NO ADDITIONAL OR NEW DOCUMENTS** shall be accepted during the virtual evaluation and deliberation and **NO WALK IN APPLICANTS** shall be accommodated. **Late submissions are deemed to have not been submitted.**
8. Only certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) issued on the date after the last promotion of the applicant and within the last five (5) years will be considered and given credit.
9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
10. The applicants are enjoined to strictly observe the date and time of the submission of pertinent documentary requirements.
11. The applicants shall be notified two (2) days prior to the conduct of virtual ranking. They will be furnished with the details of the Zoom Teleconferencing via email or through SMS.



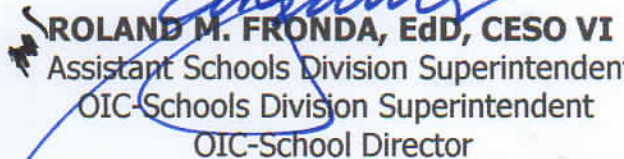
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12. The applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual online evaluation and ranking since it is difficult for the candidate to appear before the Committee. Additionally, the presentation of original documents for verification of authenticities is subject to instruction of the Committee appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.
13. While BHSA is still under transition from being temporarily lodged under SDO Bataan to being a fully independent implementing unit, this evaluation and ranking, and the appointment processes that will follow shall be subject to the review of the Chairperson of the PSB of SDO Bataan.
14. Immediate dissemination of this Office Memorandum is desired.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent
OIC-School Director



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Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

**Omnibus Certification of Authenticity and
Veracity of Documents**

I, _____, Filipino, of legal age,
with permanent address at _____,
after being sworn in accordance with law, hereby depose and state that:

1. I am applying for the _____ Position with Salary Grade of _____
at **SDO Bataan (Bataan High School for the Arts)**.
2. I have submitted the following documents:
 - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) addressed to ROLAND M. FRONDA, EdD, CESO VI;
 - 2.2. Duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
 - 2.3. **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
 - 2.4. **AUTHENTICATED ELIGIBILITY** (CSC, CESB, RA 1080, PD 907, etc.);
 - 2.5. **TRANSCRIPT OF RECORDS**
 - 2.6. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.7. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.8. Other scanned documents as contained in DepEd Order No. 66, s. 2007
 - 2.8.1. Outstanding Accomplishments
 - 2.8.1.1. Outstanding Employee Award
 - 2.8.1.2. Innovations
 - 2.8.1.3. Research and Development Projects
 - 2.8.1.4. Publications and Authorship
 - 2.8.1.5. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, the Department of Education, Division of Bataan is hereby authorized to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

ID No.: _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2022
at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____

Page _____

Book _____

Series of 2022



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

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:

PILAR C. IGNACIO
Administrative Officer V
Date: January 12, 2022

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
				Education	Training	Experience		
Administrative Assistant II <i>Clerk IV (Administrative Division)</i>	OSEC-DECSB-ADAS2-150002-2021	8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	N/A	BATAAN HIGH SCHOOL FOR THE AR

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 January 22, 2022.

1. 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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

BRYAN M. SANTOS
Supervising Administrative Officer / OIC - Deputy Director
SDO Bataan, Capitol Compound, Balanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

