



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

**DIVISION MEMORANDUM**


No. 175, s. 2022

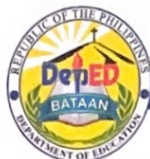
MAY 20 2022

**EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR  
ADMINISTRATIVE OFFICER V (BUDGET OFFICER III & PERSONNEL),  
EDUCATION PROGRAM SPECIALIST II, NURSE I, SPECIAL EDUCATION  
TEACHER I, ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER),  
DORMITORY MANAGER I, AND 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 EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER V (BUDGET OFFICER III & PERSONNEL), EDUCATION PROGRAM SPECIALIST II, NURSE I, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER), DORMITORY MANAGER I, AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on **June 02, 2022, Thursday, 09:00 AM at SDO Bataan Conference Hall** pursuant to Office Memorandum No. 006, s. 2022 (see attached) issued on May 18, 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 Merit Promotion and Selection Board (HRM-PSB) in accordance with BHSA Office Memorandum No. 005, s. 2022 dated May 17, 2022.
3. 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](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](http://www.facebook.com/DepEdBataan)



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001100



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

**OFFICE MEMORANDUM NO. 006, S. 2022**

FROM: OFFICE OF THE SCHOOL DIRECTOR

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

SUBJECT: **EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER V (BUDGET OFFICER III & PERSONNEL), EDUCATION PROGRAM SPECIALIST II, NURSE I, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER), DORMITORY MANAGER I, AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)**

DATE: May 18, 2022

1. This Office announces the conduct of the EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER V (BUDGET OFFICER III & PERSONNEL), EDUCATION PROGRAM SPECIALIST II, NURSE I, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER), DORMITORY MANAGER I, AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on **June 02, 2022, Thursday, 09:00 AM at SDO Bataan Conference Hall.**
2. The details of the items are as follows:

No. of Item/s	Position Title	SG	Plantilla Item Number	Place of Assignment
1	Administrative Officer V (Budget Officer III)	18	OSEC-DECSB-ADOF5-150011-2021	BHSA-Bagac, Bataan
1	Administrative Officer V (Personnel)	18	OSEC-DECSB-ADOF5-150012-2021	BHSA-Bagac, Bataan
1	Education Program Specialist II	16	OSEC-DECSB-EPS2-150015-2021	BHSA-Bagac, Bataan



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: [bhsa@deped.gov.ph](mailto:bhsa@deped.gov.ph)





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

1	Nurse I	15	OSEC-DECSB-NURS1-150007-2021	BHSA-Bagac, Bataan
5	Special Education Teacher I (Math, Science, AP, Visual Arts, Music)	14	OSEC-DECSB-SPET1-150008-2021 OSEC-DECSB-SPET1-150009-2021 OSEC-DECSB-SPET1-150010-2021 OSEC-DECSB-SPET1-150011-2021 OSEC-DECSB-SPET1-150012-2021	BHSA-Bagac, Bataan
1	Administrative Officer II (Senior Bookkeeper)	11	OSEC-DECSB-ADOF2-150006-2021	BHSA-Bagac, Bataan
1	Dormitory Manager I	9	OSEC-DECSB-DORMG1-150002-2021	BHSA-Bagac, Bataan
2	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150003-2021 OSEC-DECSB-ADAS2-150004-2021	BHSA-Bagac, Bataan

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

Position Title	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Officer V (Budget Officer III)	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility
Administrative Officer V (Personnel)	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility
Education Program Specialist II	Bachelor's Degree in Education or its equivalent	4 hours of relevant training	2 years of experience in education, research development, implementation or other relevant experience	PBET, Teacher Career Service Professional (Second Level Eligibility)
Nurse I	Bachelor of Science in Nursing	None Required	None Required	RA 1080
Special Education	Bachelor's Degree in	None Required	None Required	RA 1080



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: bhsa@deped.gov.ph



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

Teacher I (Math, Science, AP, Visual Arts, Music)	Education with Specialization in Special Education			
Administrative Officer II (Senior Bookkeeper)	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Dormitory Manager I	Bachelor's degree	None Required	None Required	Career Service Professional (Second Level Eligibility)
Administrative Assistant II (Clerk IV)	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional)

4. The criteria in evaluating and ranking the qualified applicants for the said items are those set forth in DepEd Order No. 66, s. 2007, to wit:

Position Title	DepEd Order No. 66, s. 2007	Level
Administrative Officer V (Budget Officer III & Personnel)  Education Program Specialist II  Nurse I  Administrative Officer II (Senior Bookkeeper)  Dormitory Manager I	Performance: 30 pts. Experience: 10 pts. Outstanding Accomplishment: 20 pts. Education: 15 pts. Training: 10 pts. Potential: 5 pts. Psycho-social Attributes: 10 pts. <b>Total: 100 pts.</b>	Non- Teaching Level 2
Administrative Assistant II (Clerk IV)	Performance: 35 pts. Experience: 5 pts. Outstanding Accomplishment: 5 pts. Education: 10 pts. Training: 10 pts.	Non- Teaching Level 1



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: bhhsa@deped.gov.ph





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

	Potential: 15 pts. Psycho-social Attributes: 20 pts. <b>Total: 100 pts.</b>	
Special Education Teacher I	Performance: 35 pts. Experience: 5 pts. Outstanding Accomplishment: 20 pts. Education: 25 pts. Training: 5 pts. Potential: 5 pts. Psycho-social Attributes: 5 pts. <b>Total: 100 pts.</b>	Teaching and Related Teaching

5. The Human Resource Merit Promotion and Selection Board (HRM-PSB) shall be composed of the following in accordance with BHSA Office Memorandum No. 005, s. 2022 dated May 17, 2022:

Human Resource Merit Promotion and Selection Board	
Chairperson	<b>William Roderick R. Fallorin</b> <i>OIC-ASDS of SDO Bataan</i>
Alternate Chairperson	<b>Bryan M. Santos</b> <i>OIC-Deputy Director of BHSA</i>
Members	<b>Pilar C. Ignacio</b> <i>Administrative Officer V of SDO Bataan</i>
	<b>Marlyn De Guzman</b> <i>OIC-HRMO of SDO Bataan</i>
	<b>Ma. Glenda Dela Fuente</b> <i>Representative from the Staff Association of BSHA</i>
Secretariat	<b>Zharmaine T. Relucano</b> <b>Jerlyn Paguio</b> <b>Jumel Caraig</b> <b>Joyce Ann Visitacion</b>

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



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: [bhsa@deped.gov.ph](mailto:bhsa@deped.gov.ph)



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

submit the following **original documentary requirements on or before May 31, 2022, Tuesday, 5:00 PM** at SDO Bataan-Records Section:

- 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)

- 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. The documents shall be organized inside a long enveloped sealed and properly labelled outside indicating the Name of the Applicant and the position applied for. Please take note that for each item/position, there is a corresponding color of the envelope, as follows:

Position Title	Color of Envelope
Administrative Officer V (Budget Officer III)	Yellow
Administrative Officer V (Personnel)	Red
Education Program Specialist II	Green
Nurse I	Orange
Special Education Teacher I <ul style="list-style-type: none"><li>• Math</li><li>• Science</li><li>• AP</li></ul>	Violet



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: [bhsa@deped.gov.ph](mailto:bhsa@deped.gov.ph)

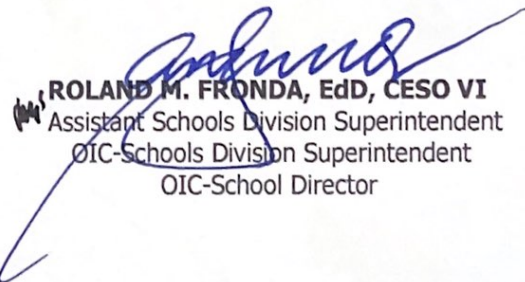




Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

• Music	
• Visual Arts	
Administrative Officer II (Senior Bookkeeper)	Blue
Dormitory Manager I	Pink
Administrative Assistant II (Clerk IV)	White

8. **NO ADDITIONAL OR NEW DOCUMENTS** shall be accepted during the evaluation and deliberation, and **NO WALK IN APPLICANTS** shall be accommodated. **Late submissions are deemed to have not been submitted.**
9. 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.
10. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
11. The applicants are enjoined to strictly observe the date and time of the submission of pertinent documentary requirements.
12. 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



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: bhsa@deped.gov.ph



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.



*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: bhsa@deped.gov.ph





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

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

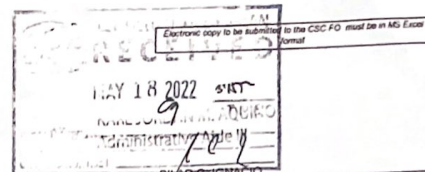


*"Bayan ng Bayani, Bayani ng Sining"*

Address: Brgy. Ibaba, Bagac, Bataan | Contact Number: 0930-084-7642 | Email Address: bhsa@deped.gov.ph

CS Form No. 9  
Revised 2018

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:

Date: May 18, 2022

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	Administrative Officer V (Budget Officer III)	OSEC-DECSB-ADOFS-150011-2021	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional /Second Level Eligibility	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
2	ADMINISTRATIVE OFFICER V	OSEC-DECSB-ADOFS-150012-2021	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
3	Education Program Specialist II	OSEC-DECSB-EPSS-150015-2021	16	38,150.00	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years of experience in education, research development, implementation or other relevant experience	PBET, Teacher Career Service Professional (Second Level Eligibility)	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
4	NURSE I	OSEC-DECSB-NURS1-150007-2021	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
5	Special Education Teacher I (5)	OSEC-DECSB-SPET1-150008-2021 OSEC-DECSB-SPET1-150009-2021 OSEC-DECSB-SPET1-150010-2021 OSEC-DECSB-SPET1-150011-2021 OSEC-DECSB-SPET1-150012-2021	14	32,321.00	Bachelor's Degree in Education with Specialization in Special Education	None Required	None Required	RA 1080	N/A	BATAAN HIGH SCHOOL FOR THE ARTS

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 May 28, 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](http://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 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.

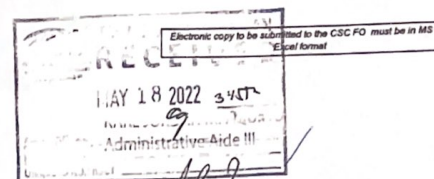


CS Form No. 9  
Revised 2018

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:



PILAR C. IGNACIO  
Administrative Officer V

Date: May 18, 2022

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	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-150006-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
2	DORMITORY MANAGER I	OSEC-DECSB-DORMG1-150002-2021	9	20,402.00	Bachelor's degree	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
3	ADMINISTRATIVE ASSISTANT II (2)	OSEC-DECSB-ADAS2-150003-2021 OSEC-DECSB-ADAS2-150004-2021	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)	N/A	BATAAN HIGH SCHOOL FOR THE ARTS

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 May 28, 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](http://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 deliver 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.