



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

DIVISION MEMORANDUM

No. 235, s. 2022

JUN 20 2022

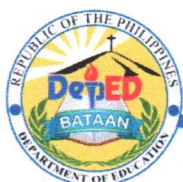
EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR PROJECT DEVELOPMENT OFFICER II, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE OFFICER I (CASHIER I), AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)

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 PROJECT DEVELOPMENT OFFICER II, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE OFFICER I (CASHIER I), AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on **July 06, 2022, Wednesday, 09:00 AM at the Conference Hall of Bataan High School for the Arts** pursuant to Office Memorandum No. 009, s. 2022 (see attached) issued on June 20, 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.

Digitally signed by
Fronda Roland Mayor
Date: 2022.06.20
15:12:20 +08'00'

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



"We Mould Heroes"





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

OFFICE MEMORANDUM NO. 009, 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 PROJECT DEVELOPMENT OFFICER II, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE OFFICER I (CASHIER I), AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)**

DATE: June 20, 2022

1. This Office announces the conduct of the EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR PROJECT DEVELOPMENT OFFICER II, SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE OFFICER I (CASHIER I), AND ADMINISTRATIVE ASSISTANT II AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on **July 06, 2022, Wednesday, 09:00 AM at the Conference Hall of Bataan High School for the Arts, Brgy. Ibaba, Bagac, Bataan.**
2. The details of the items are as follows:

No. of Item/s	Position Title	SG	Plantilla Item Number	Place of Assignment
1	Project Development Officer II	15	OSEC-DECSB-PDO2-150006-2021	BHSA-Bagac, Bataan
4	Special Education Teacher I	14	OSEC-DECSB-SPET1-150003-2021 OSEC-DECSB-SPET1-150010-2021 OSEC-DECSB-SPET1-150011-2021 OSEC-DECSB-SPET1-150012-2021	BHSA-Bagac, Bataan
1	Administrative Officer II	11	OSEC-DECSB-ADOF2-150005-2021	BHSA-Bagac, Bataan
1	Administrative Officer I (Cashier I)	10	OSEC-DECSB-ADOF1-150003-2021	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



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

2	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150003-2021 OSEC-DECSB-ADAS2-150004-2021	BHSA-Bagac, Bataan
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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	Training	Experience	Eligibility
Project Development Officer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility
Special Education Teacher I	Bachelor's Degree in Education with Specialization in Special Education	None Required	None Required	RA 1080
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/Second Level Eligibility
Administrative Officer I (Cashier I)	Bachelor's degree relevant to the job	None Required	None Required	CS 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
Project Development Officer II	Performance: 30 pts. Experience: 10 pts. Outstanding Accomplishment: 20 pts.	Non-Teaching Level 2
Administrative Officer II	Education: 15 pts. Training: 10 pts. Potential: 5 pts.	
Administrative Officer I (Cashier I)	Psycho-social Attributes: 10 pts.	
	Total: 100 pts.	



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REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

Administrative Assistant II (Clerk IV)	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.	Non-Teaching Level 1
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. Total: 100 pts.	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	William Roderick R. Fallorin <i>OIC-ASDS of SDO Bataan</i>
Alternate Chairperson	Bryan M. Santos <i>OIC-Deputy Director of BHSA</i>
Members	Pilar C. Ignacio <i>Administrative Officer V of SDO Bataan</i>
	Marlyn De Guzman <i>OIC-HRMO of SDO Bataan</i>
	Ma. Glenda Dela Fuente <i>Representative from the Staff Association of BSHA</i>
Secretariat	Hainee C. Minas Jerlyn Paguio Jumel Caraig Joyce Ann Visitacion



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

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 **documentary requirements on or before July 01, 2022, Friday, 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. Service Record or Certificate of Employment, if applicable;
g. Certificate/s of Training participated within the last five (5) years relevant to the position applied for;
h. Individual Performance Commitment Review (IPCR) or its equivalent for the last three (3) rating periods (for applicants with work experience);
i. Notarized Omnibus Certification certifying the completeness, veracity, accuracy and authenticity of all the documents submitted (See Enclosed); and
j. 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
Project Development Officer II	Yellow
Special Education Teacher I	Violet
Administrative Officer II	Blue



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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

Administrative Officer I (Cashier I)	Pink
Administrative Assistant II (Clerk IV)	Green

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.

Digitally signed by
Fronda Roland Mayor
Date: 2022.06.20
15:12:36 +08'00'

ROLAND M. FRONDA, 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. **SERVICE RECORD OR CERTIFICATE OF EMPLOYMENT**, if applicable;
 - 2.7. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.8. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.9. Other scanned documents as contained in DepEd Order No. 66, s. 2007
 - 2.9.1. Outstanding Accomplishments
 - 2.9.1.1. Outstanding Employee Award
 - 2.9.1.2. Innovations
 - 2.9.1.3. Research and Development Projects
 - 2.9.1.4. Publications and Authorship
 - 2.9.1.5. 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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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

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

Electronic copy to be submitted to the CSC & O must be in MS Excel format

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

June 17, 2022

PILAR C. IGNACIO
Administrative Officer V

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	PROJECT DEVELOPMENT OFFICER II	OSEC-DECSB-PDO2-150006-2021	15	35 097 00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	N/A	BATAAN HIGH SCHOOL FOR THE ARTS
2	Special Education Teacher I	OSEC-DECSB-SPET1-150003-2021	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
4	ADMINISTRATIVE OFFICER I (Cashier I)	OSEC-DECSB-ADO1-1-150003-2021	10	22 190 00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional / Second Level Eligibility	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 June 27, 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 send if or send through courier/email their application to:

PILAR C. IGNACIO
Administrative Officer V
SDO Bataan, Capitol Compound, Bataan City
hr@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

RECEIVED
JUN 27 2022
ADMINISTRATIVE OFFICE
BATAAN CITY

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:

June 7, 2022

PILAR C. IGNACIO
Administrative Officer V

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-ADOF2-150422-2021	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	CS-Professional	N/A	SDO-Bataan(Office of the Schools Division Superintendent)
2	Administrative Officer II	OSEC-DECSB-ADOF2-150449-2021	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	CS-Professional	N/A	SDO-Bataan(Office of the Schools Division Superintendent)
3	Administrative Officer II	OSEC-DECSB-ADOF2-150457-2021	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	CS-Professional	N/A	SDO-Bataan(Office of the Schools Division Superintendent)
4	Administrative Officer II	OSEC-DECSB-ADOF2-150005-2021	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	CS-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 June 17, 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:

PILAR C. IGNACIO
Administrative Officer V
SDO Bataan, Capitol Compound, Bataan City

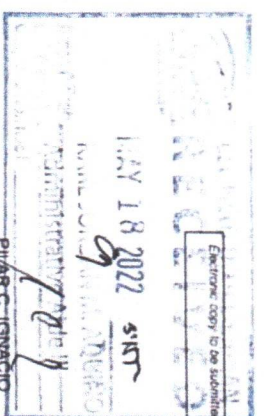
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

JUN 07 2022 3:58
JELICA B. J. J. J.
Administrative Officer V

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-EPS2-150015-2021	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	PDET 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
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

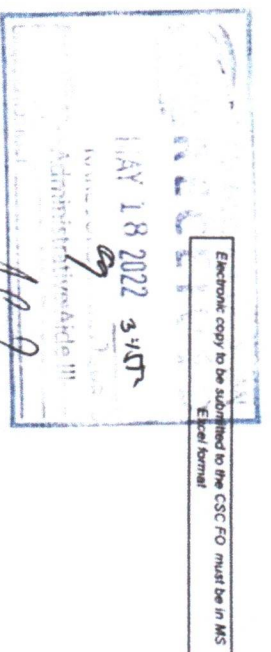
BR/AN M. SARTOS
Supervising Administrative Officer / OIC - Deputy Director
SDO Bataan, Capitol Compound, Bataan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

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. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOFF2-150006-2021	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) CLERK IV	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;
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 it or send through courier/email their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.