



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

JUL 08 2022

**DIVISION MEMORANDUM**  
NO. 263, S.2022

**SCREENING OF APPLICANTS FOR DESIGNATION AS OFFICER-IN-CHARGE  
OF SCHOOLS**

TO: Assistant Schools Division Superintendent  
Division Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary, Junior and Senior High School Principals  
All Others Concerned

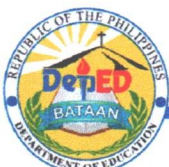
1. This Office announces **SUBMISSION OF PERTINENT PAPERS FOR THE SCREENING PROCESS IN THE DESIGNATION AS OFFICER-IN-CHARGE OF ELEMENTARY & SECONDARY SCHOOLS** on **July 11, 2022**:

POSITION TITLE	PLACE OF ASSIGNMENT
Officer-In-Charge	ELEMENTARY / SECONDARY

2. Interested applicants should have been Head Teacher for two (2) years or Teacher for more than five (5) years
3. Pertinent papers should be aligned to the criteria indicated in Deped Order 42, S. 2007, to wit;

CRITERIA
<b>A. Performance Rating</b> <b>B. Experience</b> <b>C. Outstanding Accomplishments</b> <b>D. Education and Training</b>

4. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.



*"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](https://www.facebook.com/DepEdBataan)



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 0000000



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

5. Further, applicants are required to submit online at **bit.ly/SDOBTN\_Ranking\_OIC** and attach the following **SCANNED DOCUMENTS** on or before **July 8, 2022, 3:00 PM**:

5.1 Scanned copy of signed LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

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

5.2 Scanned copy of 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;

5.3 Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;

5.4 Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);

5.5 Scanned copy of TRANSCRIPT OF RECORDS;

5.6 Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);

5.7 Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);

5.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and

5.9 Other scanned documents as contained in DepEd Order No. 42, s. 2007.

5.9.1 Outstanding Employee Award

5.9.2 Innovations

5.9.3 Research and Development Projects

5.9.4 Publication/Authorship

5.9.5 Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia

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

CI2/acm



*"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](https://www.facebook.com/DepEdBataan)



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001100





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

**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 \_\_\_\_\_ Position with Salary Grade of \_\_\_\_ at  
\_\_\_\_\_
2. I have submitted the following documents:
  - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to
  - 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. 42, s. 2007.
    - 2.8.1. Outstanding Employee Award
    - 2.8.2. Innovations
    - 2.8.3. Research and Development Projects
    - 2.8.4. Publication/Authorship
    - 2.8.5. Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



*"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. 2001108



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

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

\_\_\_\_\_  
(Signature over printed name of the Applicant)

PRC 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



*"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](https://www.facebook.com/DepedBataan)



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 70012106