



SCHOOLS DIVISION OFFICE OF BATAAN

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Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

FEBRUARY 21, 2020

DIVISION MEMORANDUM

No. 083 s. 2020

**DIVISION RANKING OF EDUCATION PROGRAM SPECIALIST-ALS-CID,
SENIOR HIGH SCHOOL TEACHER II, ADMINISTRATIVE ASSISTANT III,
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE VI
AND ADMINISTRATIVE AIDE III**

To: Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

1. This Office announces the conduct of the Division Ranking of the **Education Program Specialist – CID, Teacher II – SHS, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI and Administrative Aide III** to be held at DepEd SDO-Bataan Conference Hall, Balanga City, Bataan on the following schedules:

VACANCIES	TIME & DATE OF RANKING
EDUCATION PROGRAM SPECIALIST II -ALS- CID	MARCH 10, 2020; 9:00 IN THE MORNING
TEACHER II – SHS	MARCH 10, 2020; 1:00 IN THE AFTERNOON
ADMINISTRATIVE ASSISTANT III-SENIOR BOOKKEEPER	MARCH 11, 2020; 9:00 IN THE MORNING
ADMINISTRATIVE ASSISTANT II- DISBURSING OFFICER	MARCH 11, 2020; 9:00 IN THE MORNING

“WE MOULD HEROES”

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for efficacies learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



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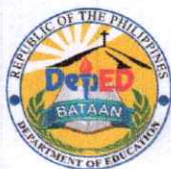
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ADMINISTRATIVE AIDE VI	MARCH 11, 2020; 1:00 IN THE AFTERNOON
ADMINISTRATIVE AIDE III	MARCH 11, 2020; 1:00 IN THE AFTERNOON

2. Qualified applicants, regardless of age, gender, civil status, disability, ethnicity, religion or political affiliation are enjoined to participate.
3. The legal bases for ranking:

VACANCY	NO. OF ITEM	LEGAL BASES FOR RANKING
EDUCATION PROGRAM SPECIALIST – CID	1	Dep-Ed Order No. 66, Series of 2007 entitled <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (TEACHING AND RELATED TEACHING)</i>

VACANCY	NO. OF ITEM	LEGAL BASES FOR RANKING
TEACHER II (Technical-Vocational Livelihood Track) or TEACHER II (Academic Track and Core Subject)	1	Dep-Ed Order No. 66, Series of 2007 entitled <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (TEACHING AND RELATED TEACHING)</i> and Depe-Ed Order No. 3, Series of 2016 entitled <i>Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017</i>



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VACANCIES	NO. OF ITEM	LEGAL BASES FOR RANKING
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKEEPER)	1	Dep-Ed Order No. 66, Series of 2007 entitled <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (Non-Teaching Group LEVEL 1)</i>
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	2	
ADMINISTRATIVE AIDE VI	1	
ADMINISTRATIVE AIDE III	1	

4. The qualification standards are as follows:

QUALIFICATION STANDARDS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
EDUCATION PROGRAM SPECIALIST – CID	Bachelor's Degree in Education or it's equivalent	2 years experience in education, research, development implementation or other relevant experience	4 hours relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
TEACHER II (SHS) TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	6 months relevant teaching or 6 months industry work experience	At lease NC II + TMC I *Appropriate to the specialization	*Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years after the date of first hiring



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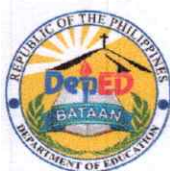


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TEACHER II (SHS) ACADEMIC TRACK AND CORE SUBJECTS	Bachelor's degree majoring in the relevant strand / subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand / subject	None required	None required	*Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years after the date of first hiring
ADMINISTRATIVE AIDE VI	Elementary Graduate	None required	None required	Career Service (Sub-professional) First Level Eligibility
ADMINISTRATIVE AIDE III				

5. Based on Memorandum DM-OUFDA-2019-005, the preferred qualification standards for **ADMINISTRATIVE ASSISTANT III** and **ADMINISTRATIVE ASSISTANT II** are shown below must be observed:

Qualification Standards	CSC PRESCRIBED QUALIFICATION	PREFERRED QUALIFICATION
EDUCATION	Completion of two (2) years studies in college	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects
EXPERIENCE	1 year of relevant experience	1 year of relevant experience in accounting activities/tasks
TRAINING	4 hours relevant training	4 hours relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft excel)
ELIGIBILITY	Career Service (Sub-professional) First Level Eligibility	Career Service (Sub-professional) First Level Eligibility



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6. The documents listed hereunder for the **ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE VI and ADMINISTRATIVE AIDE III**, applicant must be properly labeled inside a long brown envelope with applicant's name, present position/designation, school, written on the extreme left corner of the envelope, to wit:
- Letter of intent;
 - Form 212 (PDS);
 - Results of the Civil Service Eligibility for applicants;
 - Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
 - Certified True Copies of Performance Ratings; (SY 2018-2019; SY 2017-2018; SY 2016-2017);
 - Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
 - Updated Service Record;
 - Certificates of seminars and relevant trainings attended (all original);
 - Latest CSC Form 33 (Appointment);
 - Outstanding Accomplishments (Certificates; 1-5)
 - Outstanding Employee Award
 - Innovations
 - Research and Development Program
 - Publication / Authorship
 - Consultant / Resource Speaker
 - Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
7. The documents listed hereunder for the **TEACHER II**, applicant must be properly labeled inside a long brown envelope with applicant's name, present position/designation, school, written on the extreme left corner of the envelope, to wit:
- Letter of intent;
 - Form 212 (PDS);
 - Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
 - Result of Rating obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid PRC professional identification card;
 - Certified True Copies of Performance Ratings; (SY 2018-2019; SY 2017-2018; SY 2016-2017);
 - Summarized Individual Performance Rating for the last 3 rating periods duly signed by the Rater or Immediate Supervisor;



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- g. Updated Service Record;
 - h. Certificates of seminars and relevant trainings attended (all original);
 - i. Latest CSC Form 33 (Appointment);
 - j. Outstanding Accomplishments (Certificates; 1-5)
 - j.1. Outstanding Employee Award
 - j.2. Innovations
 - j.3. Research and Development Program
 - j.4. Publication / Authorship
 - j.5. Consultant / Resource Speaker
 - k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
8. The documents listed hereunder for the **EDUCATION PROGRAM SPECIALIST II** applicant must be properly labeled in a long brown envelope with applicant's name, present position/designation, school/establishment presently connected with, position being applied for, written on the extreme left corner of the envelope, to wit:
- a. Letter of intent;
 - b. Form 212 (PDS);
 - c. Masteral Degree in Education or other Relevant Master's Degree with Specific area of Specialization for Education Program Supervisor;
 - d. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
 - e. Ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid/updated PRC professional identification card;
 - f. Certified True Copies of Performance Ratings;
(SY 2018-2019; SY 2017-2018; SY 2016-2017);
 - g. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
 - h. Certificates of relevant trainings attended (all original);
 - i. Updated Service Record;
 - j. Certificates of Seminars attended (all original);
 - k. Latest CSC Form 33 (Appointment);
 - l. Outstanding Accomplishments (Certificates; a-e)
 - l.1. Outstanding Employee Award
 - l.2. Innovations
 - l.3. Research and Development Program
 - l.4. Publication / Authorship
 - l.5. Consultant / Resource Speaker



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- m. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
9. Applicants are advised to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions to the Schools Division Office c/o **Mrs. Roshenar V. Cruz**, Administrative Officer IV on the following schedules:
- | | |
|--|---|
| ➤ EDUCATION PROGRAM SPECIALIST – CID | March 4, 2020;
9:00 in the morning |
| ➤ TEACHER II – SHS | March 4, 2020;
9:00 in the morning |
| ➤ ADMINISTRATIVE ASSISTANT III-
SENIOR BOOKKEEPER | March 4, 2020;
1:00 in the afternoon |
| ➤ ADMINISTRATIVE ASSISTANT II-
DISBURSING OFFICER | March 5, 2020;
9:00 in the morning |
| ➤ ADMINISTRATIVE AIDE VI- | March 5, 2020;
9:00 in the morning |
| ➤ ADMINISTRATIVE AIDE III - | March 5, 2020;
1:00 in the afternoon |
10. Immediate and wide dissemination of this Memorandum is desired.


ROMEO M. ALIP, Ph.D. CESO V
Schools Division Superintendent

AA1/AA3



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