



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

**DIVISION MEMORANDUM**  
**NO.345, S.2022**

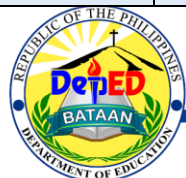
September 1, 2022

**SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary, Junior and Senior High School Heads  
 All Others Concerned

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS OF SDO BATAAN**, on September 8, 2022 at the district offices for elementary and in secondary schools for junior and senior high school. These shall then be forwarded to the SDO by the District Offices and secondary schools until September 9, 2022. The dates and venues of the ranking shall be announced later.

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
<b>ELEMENTARY</b>				
	School Principal III	21	OSEC-DECSB-SP3-150058-2017	
	School Principal II	20	Anticipated Vacancy	
	School Principal I	19	Anticipated Vacancy	
<b>SENIOR HIGH SCHOOL</b>				
	Assistant School Principal II	19	OSEC-DECSB-ASP2-150030-2016	
<b>NON-TEACHING</b>				
<b>1</b>	Dentist II	17	OSEC-DECSB-DENT2-150001-1998	SDO BATAAN
<b>6</b>	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150209-2018	SDO BATAAN (CLERK)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150014-2004	SDO BATAAN (BOOKKEEPER)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150005-2014	DR. VICTORIA BRMHS (BOOKKEEPER)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150195-2017	ABUCAY DISTRICT (BOOKKEEPER)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150025-2004	HERMOSA NHS (BOOKKEEPER)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150131-2021	BHSA (SECRETARY II)
<b>8</b>	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150210-2017	ORION DISTRICT (DISBURSING)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150211-2017	PILAR DISTRICT (DISBURSING)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150548-2016	SDO BATAAN (DISBURSING)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150546-2016	SDO BATAAN (CLERK)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150220-2018	HERMOSA NHS (CLERK)



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CSC PRIME-HRM BRONZE AWARD  
 CSC Resolution No. 2001100

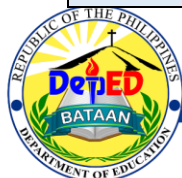


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	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150049-2004	HERMOSA NHS (DISBURSING)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150204-2017	DINALUPIHAN WEST DISTRICT (DISBURSING)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150202-2017	BAGAC DISTRICT (DISBURSING)
<b>1</b>	Administrative Officer I	10	OSEC-DECSB-ADOF1-150024-2004	LIMAY NHS (SUPPLY)
<b>1</b>	Administrative Aide IV	4	OSEC-DECSB-ADA4-150168-2004	LAMAO NHS (CLERK)
<b>2</b>	Administrative Aide VI	6	OSEC-DECSB-ADA6-150345-2014	SDO BATAAN (CLERK)
	Administrative Aide VI	6	OSEC-DECSB-ADA6-150348-2014	SDO BATAAN (CLERK)
<b>1</b>	Administrative Aide III	3	OSEC-DECSB-ADA3-150117-2004	B. CAMACHO NHS (CLERK)
<b>2</b>	Guidance Counselor II	12		
	Guidance Counselor III	13		

### ANTICIPATED VACANCIES

ITEM/S	POSITION TITLE	SG	PLACE OF ASSIGNMENT
<b>ELEMENTARY</b>			
	Teacher III	13	ABUCAY DISTRICT
	Teacher II	12	ABUCAY DISTRICT
	Master Teacher II	19	SAMAL DISTRICT
	Master Teacher I	18	SAMAL DISTRICT
	Teacher III	13	SAMAL DISTRICT
	Teacher II	12	SAMAL DISTRICT
	Master Teacher II	19	MARIVELES DISTRICT
	Master Teacher I	18	MARIVELES DISTRICT
	Teacher III	13	MARIVELES DISTRICT
	Teacher II	12	MARIVELES DISTRICT
	Teacher II	12	ORANI DISTRICT
	Master Teacher I	18	ORION DISTRICT
<b>SECONDARY</b>			
	Head Teacher VI	19	BATAAN SCHOOL OF FISHERIES
	Head Teacher VI	19	BATAAN SCHOOL OF FISHERIES
	Master Teacher II	19	ORANI MAIN NHS - SHS
	Master Teacher I	18	ORANI MAIN NHS - SHS
	Master Teacher I	18	SAMAL NHS
	Master Teacher I	18	HERMOSA NHS – MAIN - SHS
	Master Teacher I	18	EC BERNABE NHS
	Teacher III	13	ORANI MAIN NHS - SHS
	Teacher III	13	HERMOSA NHS - MAIN
	Teacher III	13	BAGAC NHS - PARANG
	Teacher III	13	EC BERNABE NHS
	Teacher III	13	BATAAN SCHOOL OF FISHERIES
	Teacher III	13	P. ROMAN NHS



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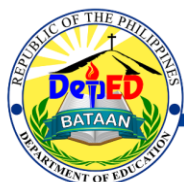


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	Teacher III	13	MORONG NHS
	Teacher III	13	JEAG MHS - SHS
	Teacher III	13	LAMAO NHS
	Teacher II	12	ORANI MAIN NHS - SHS
	Teacher II	12	HERMOSA NHS - MAIN
	Teacher II	12	EC BERNABE NHS
	Teacher II	12	BATAAN SCHOOL OF FISHERIES
	Teacher II	12	P. ROMAN NHS
	Teacher II	12	MORONG NHS
	Teacher II	12	JEAG MHS - SHS
	Teacher II	12	LAMAO NHS

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>ELEMENTARY</b>				
<b>PRINCIPAL III</b>	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units + 6 units of management	2 years as principal	40 hours of relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
<b>PRINCIPAL I</b>	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
<b>MASTER TEACHER II</b>	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 24 units for a Master's Degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	None required	RA 1080 (Teacher) PBET /LET



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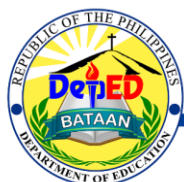


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<b>MASTER TEACHER I</b>	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>TEACHER III</b>	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>TEACHER II</b>	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>SECONDARY</b>				
<b>ASSISTANT SCHOOL PRINCIPAL II</b>	Bachelor's degree in Education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 10 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
<b>HEAD TEACHER VI</b>	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET
<b>HEAD TEACHER III</b>	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET
<b>MASTER TEACHER II</b>	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher) PBET /LET



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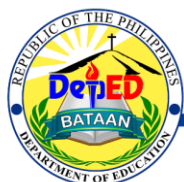


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	Master's Degree in Education or its equivalent			
<b>MASTER TEACHER I</b>	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>TEACHER III</b>	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>Teacher II</b>	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET
<b>NON-TEACHING</b>				
<b>DENTIST II</b>	Doctor of Dental Medicine	1 year relevant experience	4 hours relevant training	RA 1080 (DENTIST)
<b>ADMINISTRATIVE ASSISTANT III</b>	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE ASSISTANT II</b>	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE VI</b>	Completion of 2 year studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility



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<b>ADMINISTRATIVE AIDE IV</b>	Completion of 2 year studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE III</b>	Completion of 2 year studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE OFFICER I</b>	Bachelor's Degree Relevant to the job	None required	None required	Career Service (Professional/Second Level Eligibility)
<b>GUIDANCE COUNSELOR II &amp; III</b>	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor

3. 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.
4. Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking. Folders of the applicants shall contain the following documents:

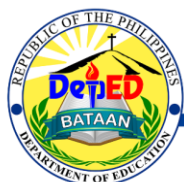
4.1 LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

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

4.2 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;

4.3 Signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;

4.4 AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);



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- 4.5 TRANSCRIPT OF RECORDS;
- 4.6 CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
- 4.7 INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
- 4.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
- 4.9 Documents showing outstanding accomplishment.
  - 4.9.1 Outstanding Employee Award
  - 4.9.2 Innovations
  - 4.9.3 Research and Development Program
  - 4.9.4 Publication/ Authorship
  - 4.9.5 Consultant/ Resource Speaker
  - 4.9.6 Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work, Income Generating Project (IGP)
  - 4.9.7 Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load
  - 4.9.8 Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently
  - 4.9.9 Educational research duly approved by educational authorities
  - 4.9.10 Certificate as coordinators of community Project on activity or of a program of another agency, or rural service improvement activity in a community for the least two (2) years
  - 4.9.11 Organized/ managed as in-service activity or other similar activities at least in the school level
  - 4.9.12 Credited with Meritorious Achievements
  - 4.9.13 Demonstration Teaching
5. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
6. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the actual face-to-face evaluation and ranking. Inability to present any of these documents may lead to disqualification.
7. Immediate and wide dissemination of this Memorandum is desired.



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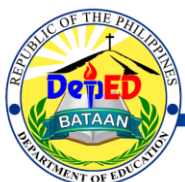


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**ROLAND M. FRONZA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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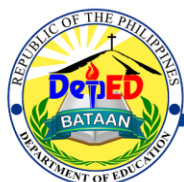


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**Omnibus Certification of Authenticity and  
Veracity of Documents**

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. 66, s. 2007 (Teacher II & III)**
    - 2.8.1. Outstanding Accomplishments
    - 2.8.2. Outstanding Employee Award
    - 2.8.3. Innovations
    - 2.8.4. Research and Development Projects
    - 2.8.5. Publications and Authorship
    - 2.8.6. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
  - 2.9. Leadership, Potential and Accomplishments per **MEC Order No. 10s. 1979 (Master Teacher II & Master Teacher I)**
    - 2.9.1. Introduced any of the following which has been adopted or used by the school or district



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- 2.9.1.1. Curriculum or Instructional Materials
  - 2.9.1.2. Effective Teaching Techniques
  - 2.9.1.3. Simplification of Work
  - 2.9.1.4. Income Generating Projects
  - 2.9.2. Subject Coordinator outside teaching
  - 2.9.3. Chairman of Special Committee
  - 2.9.4. Initiated Educational research activity duly approved
  - 2.9.5. Coordinator of community project/activity
  - 2.9.6. Organized/Managed an in-service training
  - 2.9.7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition
  - 2.9.8. Authorship
  - 2.9.9. Demonstration Teaching
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
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.

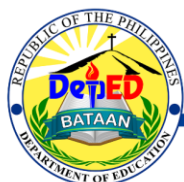
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Series of 2022



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