



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

July 20, 2021

DIVISION MEMORANDUM

No. 314 s. 2021

**DIVISION RANKING OF ADMINISTRATIVE OFFICER II
OF SENIOR HIGH SCHOOL**

To: OIC-Assistant Schools Division Superintendent
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 following vacancies in the Division and to be held via Zoom Conferencing

VACANCIES	NO. OF ITEMS	DATE & TIME OF RANKING
ADMINISTRATIVE OFFICER II SENIOR HIGH SCHOOL	1	August 19, 2021 1:00 pm Thursday

2. The following will be the legal bases for ranking:

VACANCIES	LEGAL BASES FOR RANKING
ADMINISTRATIVE OFFICER II	DepEd Order No. 19, s.2016 entitled Guidelines on the Organizational Structures and Staffing Patterns of Stand Alone and Integrated Public Senior High School and DepEd Order No. 66, s.2007 entitled <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions</i> (TEACHING & RELATED TEACHING GROUP LEVEL 2)

3. All qualified applicants including persons with disability (PWD), members of indigenous communities and those from sexual orientation and gender identities (SOGI), religion and political affiliation are enjoined to participate.



"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



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4. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE OFFICER II	BACHELOR'S DEGREE	None Required	None Required	Career Service (Professional) Second Level Eligibility

5. The documents to be submitted by the applicants for the **VACANCIES FOR ADMINISTRATIVE OFFICER II** are as follows:

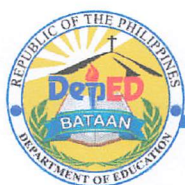
a. Letter of intent;

b. Eligibility Documents:

- Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
- Original and/or Certified True Copy Appointment Papers CSC Form 33 or Certificate of Employment with specific duties and functions; and/or any other similar documents relevant to the position being applied for;
- Certificate of Participation / Attendance on trainings or learning and development programs recognized by DepEd or other service providers/organizations duly recognized by the government; and
- Copy of valid CSC Eligibility or PRC License. If expired, please attached a copy of proof of renewal.

c. Pertinent Documents per DepEd Order No. 66 s. 2007;

- Duly Accomplished Form 212 (PDS);
- Certificate of Rating as 2nd level CSC Eligible (Professional)
- Result of Licensure Examination and valid PRC ID if applicable;
- Updated Service Record if applicable; or copy of certificate of employment with specific duties and functions relevant to the position being applied for; (similar to paragraph 6.b.ii);
- Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;
- Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
- Outstanding Accomplishments per **DepEd Order No. 66 s. 2007**
 - Outstanding Employee Award
 - Innovations
 - Research and Development Program
 - Publication / Authorship
 - Consultant / Resource Speaker
- Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;



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CSC PRIME HRM BRONZE AWARD
CSC Resolution No. 2001100




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- ix. Certificate of seminars and relevant trainings attended if applicable;
 - x. Other documents deemed relevant for appreciation relevant to the position applied for; and
 - xi. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. The eligibility and pertinent documents of applicant must have side tabbing.
7. Only applicant with notification either by e-mail and/or call will be required to join and participate in the scheduled virtual evaluation as stated in paragraph 1 of this Memorandum.
8. In order to minimize the incidence of virus transmission, the enumerated documents in paragraphs 6 (a to c.xi) of this Memorandum and any other pertinent documents of interested applicants for the abovementioned positions shall be **SCANNED** in Portable Document Format (PDF) and shall be **SUBMITTED ONLINE** using the links below on or before **August 05, 2021, 8:00 in the morning until 4:00 in the afternoon**.
- Link: bit.ly/SDOBTN_Ranking_AOII_SHS**
9. **ALL** applicants must submit all pertinent documents (original) to this Office Attention: **Roshenar V. Cruz**, Administrative Officer IV on **August 05, 2021; 8:00 in the morning until 4:00 in the afternoon** for verification purposes.
10. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
11. Immediate and wide dissemination of this Memorandum is desired.

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

S2/A1/A13
20210817
2021 VARIOUS ITEMS FOR RANKING


WILLIAM RODERICK R. FALLORIN
Officer-in-Charge
Office of the Assistant Schools Division Superintendent



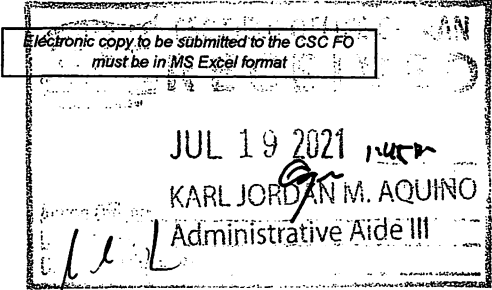
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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100

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: July 19, 2021

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	Head Teacher III	OSEC-DECSB- HTEACH3-150052- 2016	16	36,628.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	N/A	Magsaysay HS
2	Administrative Officer II	OSEC-DECSB- ADOF2-150037-2016	11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Professional) Second Level Eligibility	N/A	P. Roman NHS (Senior HS)

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 July 29, 2021.

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, Balanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.