



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

July 20, 2021

DIVISION MEMORANDUM
No. 315 s. 2021

**DIVISION RANKING OF TEACHER III AND TEACHER II and
ADMINISTRATIVE ASSISTANT II
OF MAGSAYSAY NATIONAL HIGH SCHOOL**

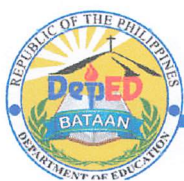
To: OIC-Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

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
TEACHER III TEACHER II	1 1	August 17, 2021, 8:30 am Tuesday
ADMINISTRATIVE ASSISTANT II	1	August 17, 2021, 10:00 am Tuesday

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

VACANCIES	LEGAL BASES FOR RANKING
TEACHER III TEACHER II	DepEd Order No. 66, s. 2007 The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (TEACHING & RELATED TEACHING GROUP LEVEL)



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CSC PRIME-HRM BRONZE AWARD



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**ADMINISTRATIVE
ASSISTANT II**

DepEd Order No. 66, s. 2007 entitled
The Revised Guidelines on the Appointment and Promotion of
other Teaching, Related Teaching and Non-Teaching Positions
(NON-TEACHING GROUP LEVEL 1)

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.

3. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
TEACHER III	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years of relevant experience	None	RA 1080 (TEACHER) PBET/LET
TEACHER II	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	1 year of relevant experience	None	RA 1080 (TEACHER) PBET/LET
ADMINISTRATIVE ASSISTANT II SG 8	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility

4. The documents to be submitted by the applicants for the **VACANCY FOR TEACHER III AND TEACHER II** are as follows:
- Letter of intent;**
 - 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



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documents relevant to the position being applied for;

- iii. 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
- iv. 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;

- i. Duly Accomplished Form 212 (PDS);
 - ii. Result of Licensure Examination and valid PRC ID if applicable;
 - iii. 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 5.b.ii);
 - iv. Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;
 - v. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
 - vi. Outstanding Accomplishments per **DepEd Order No. 66 s. 2007**
 - vi.1. Outstanding Employee Award
 - vi.2. Innovations
 - vi.3. Research and Development Program
 - vi.4. Publication / Authorship
 - vi.5. Consultant / Resource Speaker
 - vii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;
 - viii. Certificate of seminars and relevant trainings attended if applicable;
 - ix. Other documents deemed relevant for appreciation relevant to the position applied for; and
5. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. The documents to be submitted by the applicants for the **VACANCIES FOR ADMINISTRATIVE ASSISTANT II** are as follows:
- a. **Letter of intent;**
 - b. **Eligibility Documents:**
 - i. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
 - ii. 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;
 - iii. Certificate of Participation / Attendance on trainings or learning and development



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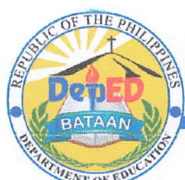
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programs recognized by DepEd or other service providers/organizations duly recognized by the government; and

- iv. 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, Level 1

- i. Duly Accomplished Form 212 (PDS);
 - ii. Certificate of Rating as 1st level CSC Eligible (Sub-Professional);
 - iii. Result of Licensure Examination and valid PRC ID if applicable;
 - iv. 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);
 - v. Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;
 - vi. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
 - vii. Outstanding Accomplishments per **DepEd Order No. 66 s. 2007, Level 1**
 - vii.1. Outstanding Employee Award
 - vii.2. Innovations
 - vii.3. Research and Development Program
 - vii.4. Publication / Authorship
 - vii.5. Consultant / Resource Speaker
 - viii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;
 - 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.
7. The eligibility and pertinent documents of applicant must have side tabbing.
8. 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.
9. 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.**



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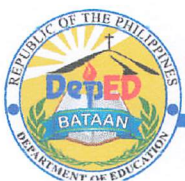
Link: bit.ly/SDOBTN_Ranking_ADASII_MagsaysayNHS

10. **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.
11. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
12. Immediate and wide dissemination of this Memorandum is desired.


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

S2/AA1/AA3
20210817
2021 VARIOUS ITEMS FOR RANKING


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



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

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

JUL 07 2021 11:50
KARL JORDAN M. AQUIN
Administrative Aide III

SERVICE COMMISSION (CSC)

I 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 7, 2021

Position Title (arethetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant II	OSEC-DECSB-ADAS2- 150225-2018	8	18,251.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1998 Career Service (Sub-Professional)/First Level Eligibility	N/A	Magsaysay NHS
Teacher III	OSEC-DECSB-TCHR3- 151661-2019	13	28,276.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None Required	2 year relevant experience	RA 1080 (Teacher)	N/A	Magsaysay NHS

ROSSAN
A S.
SORIANO

JAN
ADAMS D.
MAGTAN
ONG

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 17, 2021.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

Interested 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.