



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

July 20, 2021

DIVISION MEMORANDUM
No. 319 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 | Dep-Ed Order No. 19, Series of 2016 entitled Guidelines on the Organizational Structures and Staffing Patterns of Stand Alone and Integrated Public Senior High School and Dep-Ed Order No. 66, Series of 2007 entitled |



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Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepedBataan



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| | |
|--|---|
| | <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (TEACHING & RELATED TEACHING GROUP LEVEL 2)</i> |
|--|---|

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.
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:

- 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 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. Certificate of Rating as 2nd level CSC Eligible (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 5.b.ii);



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- 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**
 - 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.
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.



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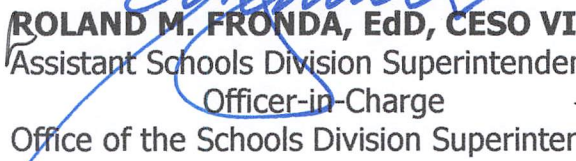
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ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

S2/A21/A23
20210819
2021 VARIOUS ITEMS FOR RANKING



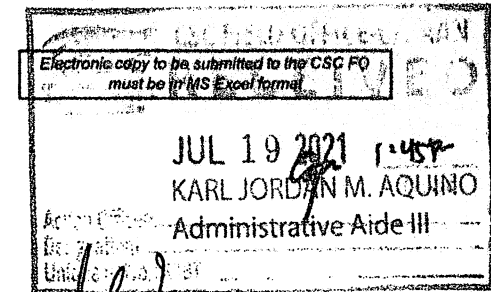
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Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



VICE COMMISSION (CSC)

By 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

| Position Title (Official Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|---|--|------------------------------|-------------------|---|----------------------------------|---|--|-------------------------------|---|
| | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 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(Ann Marie S. Bonifacio) |
| 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) (Ariel T. Vibar) |

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.

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);
Copy of certificate of eligibility/rating/license; and
Copy of Transcript of Records.

APPLICANTS are advised to hand in or send through courier/email their application to:

PILAR C. IGNACIO
Administrative Officer V
Capitol Compound, Balanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.