



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

August 24, 2021

**DIVISION MEMORANDUM**  
**NO. 385, S.2021**

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR  
 TEACHER II IN MARIVELES DISTRICT**

TO: Assistant Schools Division Superintendent  
 Division Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary, Junior and Senior High School Principals  
 All Others Concerned

1. This Office announces the conduct of the **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR TEACHER II IN MARIVELES DISTRICT** via Zoom Teleconferencing on **September 9, 2021, 10:00 AM**, to wit:

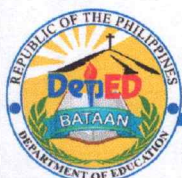
ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
1	Teacher II	12	OSEC-DESCB-TCH2-150189-2012	Mariveles District

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
Teacher II	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET

3. Likewise, the criteria in evaluating and ranking the qualified applicants for **Teacher II** per **DepEd Order No 66, s. 2007 (Teaching & Related teaching Group Level)** are as follows:

POSITION TITLE	DepEd Order No 66, s. 2007	Level
Teacher II	Performance-35 pts. Experience- 5 pts. Outstanding Accomplishments- 20 pts. Education- 25 pts. Training- 5 pts. Potential- 5 pts. Psycho-social Attributes- 5 pts. <b>TOTAL- 100 pts.</b>	Other Teaching and Related Teaching



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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  
 CSC Resolution No. 2001100





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4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 20, s. 2021:

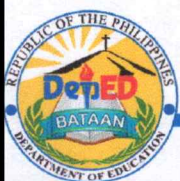
PERSONNEL SELECTION BOARD	
<b>Chairperson</b>	William Roderick R. Fallorin, OIC-ASDS
<b>Alternate Chairperson</b>	Andres C. Matawaran, EPS
<b>Members:</b>	
<b>Administrative Officer V</b>	Pilar C. Ignacio
<b>Administrative Officer IV</b>	Roshenar V. Cruz
<b>President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be</b>	Francisco B. Bautista <b>District Faculty President</b>

5. 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.
6. Further, applicants are required to submit online at **bit.ly/SDOBTN\_Ranking\_MarivelesDistrict-TII** and attach the following **SCANNED DOCUMENTS** on or before **September 2, 2021, 4:00 PM**:

- 6.1 Scanned copy of signed 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

- 6.2 Scanned copy of 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;
- 6.3 Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS);
- 6.4 Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);



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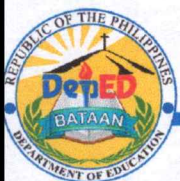






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REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

- 6.5 Scanned copy of TRANSCRIPT OF RECORDS;
- 6.6 Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
- 6.7 Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
- 6.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
- 6.9 Other scanned documents as contained in DepEd Order No. 66, s. 2007.
  - 6.9.1 Outstanding Employee Award
  - 6.9.2 Innovations
  - 6.9.3 Research and Development Program
  - 6.9.4 Publication / Authorship
  - 6.9.5 Consultant / Resource Speaker
7. Furthermore, applicants are required to submit all pertinent documents submitted through online submission (**Certified True Copy/Scanned Copy of the Original**) for evaluation on the **same date and time** as stipulated in previous paragraph and must be properly labelled folder (**Name and position applied**), organized inside the applicant's folder and should be sequentially segregated according to the items criteria set for each position applied for. Thus, no additional or new documents shall be accepted during the virtual deliberation and evaluation process and **NO WALK IN APPLICANTS** shall be accommodated. Applicants are enjoined to place their documents in a long-size envelope.
8. Certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Moreover, only certificates within the last FIVE (5) years will be credited encourage all employees in updating their personal and professional attributes and competencies.
9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
10. Qualified applicants are enjoined to strictly observe the date and time of the submission of pertinent documents relative to the filling up of the vacant positions. Also, **STRICT compliance to NO APPOINTMENT, NO TRANSACTIONS** (via



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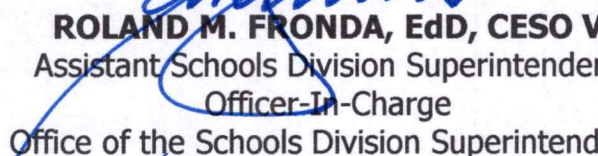




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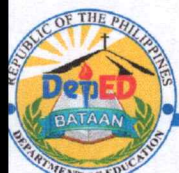
DepEd Bataan FB Page, Messenger) shall be observed on the submission of Scanned/Photocopies of pertinent documents following the minimum health safety protocol of the agency.

11. Qualified applicants shall be notified **two (2) days prior to the conduct of virtual ranking**. Similarly, details of the Zoom Teleconferencing shall be coordinated via email or through SMS or call.
12. Also, qualified applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual online evaluation and ranking since it is difficult for the candidate to appear before the Committee. Additionally, the presentation of original documents for verification of authenticities is subject to instruction of the Committee appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.
13. The Human Resource Management Personnel Selection Board (HRM-PSB) reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.
14. All expenses relative to the conduct of the evaluation and ranking process, including foods/snacks of the HRM-PSB are chargeable against Division MOOE subject the usual accounting and auditing rules and regulations.
15. Immediate and wide dissemination of this Memorandum is desired.

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

CI2/acm

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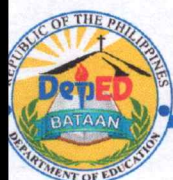


Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**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  
**SDO-Bataan (Mariveles District).**
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
    - 2.8.1. Outstanding Accomplishments
      - 2.8.1.1. Outstanding Employee Award
      - 2.8.1.2. Innovations
      - 2.8.1.3. Research and Development Projects
      - 2.8.1.4. Publications and Authorship
      - 2.8.1.5. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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REGION III  
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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 \_\_\_\_\_, 2021  
at Balanga City, Bataan.

NOTARY PUBLIC

DOC. \_\_\_\_\_

Page \_\_\_\_\_

Book \_\_\_\_\_

Series of 2021



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Republic of the Philippines  
DEPARTMENT OF BUDGET AND MANAGEMENT  
**PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)**  
for the Fiscal Year : 2021

Record No. 286 - 297 of 436  
Page 25 of 38 pages

Department: Department of Education

Bureau/Agency: Office of the Secretary

(1) ITEM NUMBER	(2) POSITION TITLE and SALARY GRADE	ANNUAL SALARY		S T A T U S	P/P/A	(9) NAME OF INCUMBENT	(10)	S E X	(11)	DATE OF BIRTH	(12)	TIN	(13)	DATE OF ORIGINAL APPOINTMENT	(14)	DATE OF LAST PROMOTION	(15)	S T A T U S	(16)	CIVIL SERVICE ELIGIBILITY	(17)
		AUTHORIZED	ACTUAL																		

1013.0700 DIVISION OF BATAYAN - MARIVELES DISTRICT  
Total Positions: 436 153,319,932 154,997,412

OSEC-DECSB-TCH2-150143-2008	TEACHER II - 12	312,624	322,980	4	0990	M	T	310400100002000	RIO, GLYSA CLARABELLE GRAVATA	F	05/17/84	94262326000	09/01/08	02/15/12	P	LET
OSEC-DECSB-TCH2-150163-2018	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	MASANGCAY, CARMELA JOY MARTEJA	F	11/06/90	425969391000	08/22/12	08/22/12	P	LET
OSEC-DECSB-TCH2-150164-2018	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	SANTOS, RHODORA USORIA	F	10/26/86	266010093000	01/03/12	01/03/12	P	LET
OSEC-DECSB-TCH2-150165-2018	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	AQUINO, LORENA GANAYO	F	08/17/72	189160896000	06/03/13	05/09/18	P	LET
OSEC-DECSB-TCH2-150166-2018	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	FLORES, JINKY GUTIERREZ	F	03/27/81	256369165000	11/07/07	11/07/07	P	LET
OSEC-DECSB-TCH2-150180-2014	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	AGUSTIN, EDWIN MAGALLANES	M	06/23/86	295505802000	05/15/13	04/12/21	P	LET
OSEC-DECSB-TCH2-150189-2012	TEACHER II - 12	312,624	0	1	0990	M	T	310400100002000								
OSEC-DECSB-TCH2-150210-2011	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	SERRANO, CRISELDA CAMACHO	F	04/24/81	298422607000	06/10/15	04/12/21	P	LET
OSEC-DECSB-TCH2-150212-2011	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	GRANDE, RIO CONSTANTINOPLA	F	09/27/87	451806673000	05/15/14	11/08/19	R	LET
OSEC-DECSB-TCH2-150234-2001	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	GALOLA, RHEA ALBORO	F	07/02/82	944398719000	08/16/06	09/19/16	P	LET
OSEC-DECSB-TCH2-150244-2001	TEACHER II - 12	312,624	316,032	2	0990	M	T	310400100002000	SANTOS, ELLONALZA CASTAÑEDA	F	10/05/75	919309054000	01/15/99	01/05/16	P	LET
OSEC-DECSB-TCH2-150251-2011	TEACHER II - 12	312,624	312,624	1	0990	M	T	310400100002000	ABE, MARTHA PUCAY	F	10/08/83	426484141000	09/03/12	11/08/19	R	LET

Subtotal No. of Filled Positions: 11 3,438,864 3,452,628  
No. of Unfilled Positions: 1 312,624 0

Department of Budget and Management

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

APPROVED BY:

Human Resource Management Officer

Head of Agency

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

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 9, 2021

JUL 09 2021  
MARIA LOURDES D. MUNICAL  
Administrative Aide VI

Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1 Teacher II	OSEC-DECSB-TCH2- 150189-2012 <sub>g</sub>	12	26,052.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080	N/A	MARIVELES DISTRICT

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 19, 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](http://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, Bataan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.