



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

DIVISION MEMORANDUM
NO. 517, S.2021

OCT 26 2021

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
 TEACHER III AND TEACHER II IN LIMAY NATIONAL HIGH SCHOOL**

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 III AND TEACHER II IN LIMAY NATIONAL HIGH SCHOOL** via Zoom Teleconferencing on **November 19, 2021, 9:00 AM**, to wit:

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
1	Teacher III	13	OSEC-DESCB-TCH3-150251-2005	LIMAY NHS
1	Teacher II	12	OSEC-DECSB-TCH2-150067-2003	LIMAY 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
Teacher III	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
Teacher II	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 Professional Units in Education with appropriate major	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 III Teacher II	Performance-35 pts. Experience- 5 pts. Outstanding Accomplishments- 20 pts. Education- 25 pts.	Teaching and Related Teaching



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 CSC Resolution No. 1001108



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	Training- 5 pts. Potential- 5 pts. Psycho-social Attributes- 5 pts. TOTAL- 100 pts.	
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4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 496, s. 2021:

PERSONNEL SELECTION BOARD	
Chairperson	William Roderick R. Fallorin, OIC-ASDS
Alternate Chairperson	Andres C. Matawaran, EPS
Members:	
Administrative Officer V	Pilar C. Ignacio
Administrative Officer II	Marlyn F. De Guzman
President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be	Maruja D. Trine, SP III Faculty President

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_LimayNHS_Nov19** and attach the following **SCANNED DOCUMENTS** on or before **November 5, 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 V
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;



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- 6.3 Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;
- 6.4 Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
- 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 to encourage all employees in updating their personal and professional attributes and competencies.



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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 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.

BOLAND M. FRONDA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

CI2/acm



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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
Limay National High School
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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CSC Resolution No. 2681169



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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001105



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN
LIMAY NATIONAL HIGH SCHOOL
DUALE, LIMAY, BATAAN

RECEIVED
OCT 20 2021
BY: *[Signature]*

October 20, 2021

ROLAND M. FRONDA, EdD, CESO VI

Asst. Schools Division Superintendent
Officer – In – Charge
Office of the Schools Division Superintendent
Schools Division of Bataan

Sir:

Greetings of peace and solidarity!

The undersigned respectfully informs your office that this school has two (2) vacant items due to the following movements:

1. Ms. Lolita M. Lintag, Teacher III – Retirement eff. Sept. 13, 2021
2. Ms. Ma. Glenda P. dela Fuente, Teacher II – Transfer eff. Sept. 13, 2021

In connection with this, the undersigned would like to request for a schedule of ranking for the said vacant positions.

Thank you very much.

TCH3-15020-2005

TCH3-150017-2003

Very truly yours,

[Signature]
MARUJA D. TRINE
School Principal III



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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignmer
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3- 150251-2005	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 years relevant experience	RA 1080 (Teacher)	N/A	LIMAY NH (LOLITA N LINTAG)

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 October 2, 2012.

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.

Date: September 22, 2021

M. C.
PILAR C. IGNACIO
Administrative Officer V
Adminis



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:

Date: September 10, 2021

ROST
Administrative Officer V

Position Title (Parent/Child 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 Teacher II	OSEC-DECSB-TCH2-150067-2003	12	26,052.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)	N/A	LIMAY NHS
2 Teacher II	OSEC-DECSB-TCH2-150101-2008	12	26,052.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)	N/A	JC. PAYUMO NHS
3 Teacher I	OSEC-DECSB-TCH1-152157-2011	11	23,877.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)	N/A	JC. PAYUMO NHS
Teacher I	OSEC-DECSB-TCH1-162851-1998	11	23,877.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)	N/A	E.C. BERNABE NHS

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 September 20, 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/training/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.