



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

NOV 02 2022

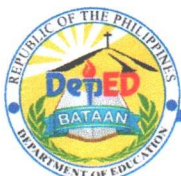
DIVISION MEMORANDUM
NO. 424, S.2022

SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS IN SDO BATAAN

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary, Junior and Senior High School Heads
 All Others Concerned

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS OF SDO BATAAN**, on November 3, 2022 at the district offices for elementary and in secondary schools for junior and senior high school. These shall then be forwarded to the SDO by the District Offices and secondary schools until November 4, 2022. The dates and venues of the ranking shall be announced later.

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
ELEMENTARY				
	Teacher III	13	Anticipated vacancy	Hermosa District
	Teacher II	12	Anticipated vacancy	Limay District
SECONDARY				
	Head Teacher III (English)	16	OSEC-DECSB-HTEACH3-150053-2016	Bataan School of Fisheries
	Head Teacher III (TLE)	16	OSEC-DECSB-HTEACH3-150053-2002	MNHS - Poblacion
	Teacher III	13	OSEC-DECSB-TCH3-150275-2010	Samal NHS - Annex
	Teacher III	13	OSEC-DECSB-TCH3-151663-2019	Samal NHS - Main
	Teacher III	13	Anticipated Vacancy	Luakan NHS – Main
	Teacher III	13	Anticipated Vacancy	Luakan NHS – Main
	Teacher II	12	Anticipated Vacancy	Samal NHS - Annex
	Teacher II	12	Anticipated Vacancy	Samal NHS - Main
	Teacher II	12	OSEC-DECSB-TCH2-150304-2021	Kanawan IS
	Teacher II	12	Anticipated Vacancy	Luakan NHS – Main
	Teacher II	12	Anticipated Vacancy	Luakan NHS – Main
NON-TEACHING				
1	Security Guard I	3	OSEC-DECSB-SECG1-150005-2002	Orani North ES
1	Education Program Specialist II	16	OSEC-DECSB-EP52-150352-2014	SDO BATAAN



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CSC PRIME-HRM BRONZE AWARD
 CSC Resolution No. 2003100

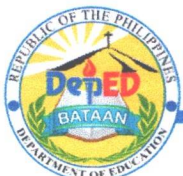


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30	Administrative Officer II	11		
1	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150014-2004	SDO BATAAN (BOOKKEEPER)
1	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150005-2014	DR. VICTORIA BRMHS (BOOKKEEPER)
1	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150195-2017	ABUCAY DISTRICT (BOOKKEEPER)
1	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150025-2004	HERMOSA NHS (BOOKKEEPER)
1	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150211-2017	PILAR DISTRICT (DISBURSING)
1	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150204-2017	DINALUPIHAN WEST DISTRICT (DISBURSING)
1	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150001-2021	BATAAN HIGH SCHOOL FOR THE ARTS
	Guidance Counselor III	12		
	Guidance Counselor II	13		
RECLASSIFICATION				
	Master Teacher I (Science)	18		Samal NHS – Main
	Master Teacher I (Filipino)	18		Samal NHS – Main
	Master Teacher I (Mapeh)	18		Samal NHS - Main

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
ELEMENTARY				
TEACHER III	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER II	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET
SECONDARY				
HEAD TEACHER III	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET
MASTER TEACHER I	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET



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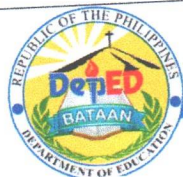
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	Education; and 18 units for a Master's Degree in Education or its equivalent			
TEACHER III	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
Teacher II	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET
NON-TEACHING				
EDUCATION PROGRAM SPECIALIST II	Bachelor's Degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours relevant training	PBET/LET Career Service (Professional) Second Level Eligibility
ADMINISTRATIVE OFFICER II	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
ADMINISTRATIVE ASSISTANT III	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
ADMINISTRATIVE ASSISTANT II	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
GUIDANCE COUNSELOR II & III	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor
SECURITY GUARD I	High School Graduate	None required	None required	Security Guard License (MC N 10, s. 2013, Category IV)



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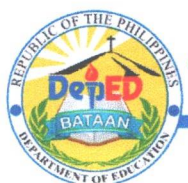
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3. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
4. Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking. Folders of the applicants shall contain the following documents:
 - 4.1 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
 - 4.2 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;
 - 4.3 Signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;
 - 4.4 AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
 - 4.5 TRANSCRIPT OF RECORDS;
 - 4.6 CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
 - 4.7 INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
 - 4.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
 - 4.9 Documents showing outstanding accomplishment.
 - 4.9.1 Outstanding Employee Award
 - 4.9.2 Innovations
 - 4.9.3 Research and Development Program
 - 4.9.4 Publication/ Authorship
 - 4.9.5 Consultant/ Resource Speaker



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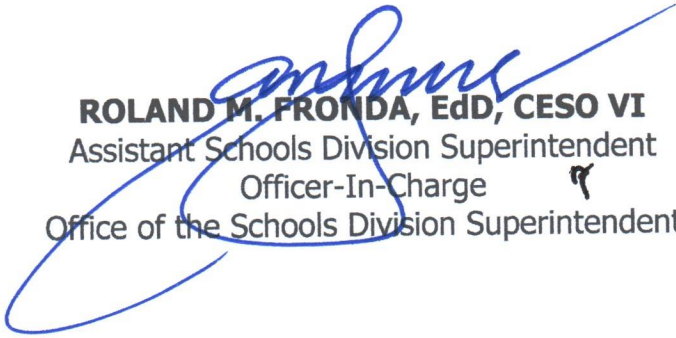


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CSC Resolution No. 72013



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- 4.9.6 Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work, Income Generating Project (IGP)
 - 4.9.7 Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load
 - 4.9.8 Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently
 - 4.9.9 Educational research duly approved by educational authorities
 - 4.9.10 Certificate as coordinators of community Project on activity or of a program of another agency, or rural service improvement activity in a community for the least two (2) years
 - 4.9.11 Organized/ managed as in-service activity or other similar activities at least in the school level
 - 4.9.12 Credited with Meritorious Achievements
 - 4.9.13 Demonstration Teaching
5. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
6. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the actual face-to-face evaluation and ranking. Inability to present any of these documents may lead to disqualification.
7. 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



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CSC Resolution No. 2001100

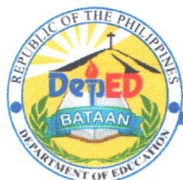


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**Omnibus Certification of Authenticity and
Veracity of Documents**

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 _____
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 (Teacher II & III)**
 - 2.8.1. Outstanding Accomplishments
 - 2.8.2. Outstanding Employee Award
 - 2.8.3. Innovations
 - 2.8.4. Research and Development Projects
 - 2.8.5. Publications and Authorship
 - 2.8.6. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
 - 2.9. Leadership, Potential and Accomplishments per **MEC Order No. 10s. 1979 (Master Teacher II & Master Teacher I)**
 - 2.9.1. Introduced any of the following which has been adopted or used by the school or district
 - 2.9.1.1. Curriculum or Instructional Materials



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- 2.9.1.2. Effective Teaching Techniques
 - 2.9.1.3. Simplification of Work
 - 2.9.1.4. Income Generating Projects
 - 2.9.2. Subject Coordinator outside teaching
 - 2.9.3. Chairman of Special Committee
 - 2.9.4. Initiated Educational research activity duly approved
 - 2.9.5. Coordinator of community project/activity
 - 2.9.6. Organized/Managed an in-service training
 - 2.9.7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition
 - 2.9.8. Authorship
 - 2.9.9. Demonstration Teaching
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
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 _____, 2022
at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____
Page _____
Book _____
Series of 2022



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