



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

DIVISION MEMORANDUM
NO. 477, S.2022

DEC 15 2022

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

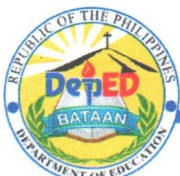
To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary, Junior and Senior High School Heads
 All Others Concerned

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR NON-TEACHING POSITIONS IN SDO BATAAN**, on **December 20, 2022** at the Schools Division Office. The dates and venues of the ranking shall be announced later.

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
1	Administrative Officer IV (Supply Officer)	15	OSEC-DECSB-ADOF4-150065-2014	SDO BATAAN
1	Administrative Officer IV (Human Resource Management Officer)	15	OSEC-DECSB-ADOF4-150064-2014	SDO BATAAN
1	Attorney III	21	OSEC-DECSB-ATY3-150013-2014	SDO BATAAN

2. The qualification standards for the above-mentioned items based on Civil Service Revised Qualification Standards and DepEd Order 39, s. 2007 are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Officer IV (Supply Officer)	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service Professional / Second Level Eligibility
Administrative Officer IV (Human Resource Management Officer)	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service Professional / Second Level Eligibility
Attorney III	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA 1080 (Bar)



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CSC PRIME-HRM BRONZE AWARD
 CSC Resolution No. 2019-001



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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.);

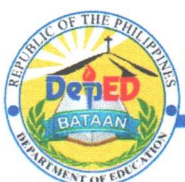
4.5 TRANSCRIPT OF RECORDS;

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

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.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001300

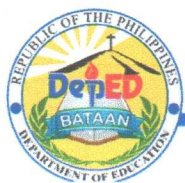


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6. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the actual face-to-face evaluation and ranking. Inability to present any of these documents may lead to disqualification.
7. Immediate and 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


WILLIAM RODERICK R. FALLORIN
Assistant Schools Division Superintendent



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2011100



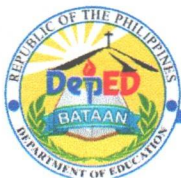
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**Omnibus Certification of Authenticity and
Veracity of Documents**

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
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2004100



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Department of Education

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 _____, 2022
at Balanga City, Bataan.

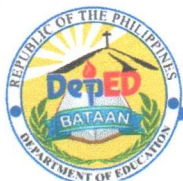
NOTARY PUBLIC

DOC. _____

Page _____

Book _____

Series of 2022



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