



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

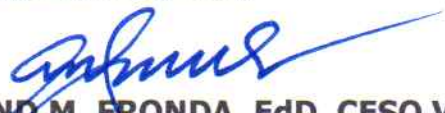
DIVISION MEMORANDUM
No. 030, s. 2023

January 27, 2023

**SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED
APPLICANTS FOR NON-TEACHING POSITIONS AT BATAAN HIGH SCHOOL
FOR THE ARTS (BHSA)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
BHSA OIC-Deputy Director
School Heads
All Others Concerned

1. This Office announces the conduct of the SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR NON-TEACHING POSITIONS AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on or before **January 31, 2023, Tuesday, 5:00PM**. The date and venue of the ranking shall be on **February 1, 2023, Wednesday, 9:00AM at Bataan High School for the Arts** pursuant to Office Memorandum No. 004, s. 2023 (see attached) issued on January 26, 2023 by ROLAND M. FRONDA, EdD, CESO VI in his capacity as concurrent OIC-School Director of BHSA.
2. The said evaluation and ranking shall be administered by the Human Resource Management-Personnel Selection Board (HRM-PSB) of BHSA duly constituted by virtue of BHSA Office Memorandum No. 003, 2023 issued on January 23, 2023.
3. However, while BHSA is still under transition from being temporarily lodged under SDO Bataan to being a fully independent implementing unit, the ranking and appointment processes under it shall be subject to the review of the Chairperson of the HRM-PSB of SDO Bataan.
4. Immediate 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



"We Mould Heroes"





Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

OFFICE MEMORANDUM NO. 004, S. 2023

TO: Teaching Staff
Non-Teaching Staff
All Others Concerned

SUBJECT: **SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR NON-TEACHING POSITIONS AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)**

DATE: January 26, 2023

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR NON-TEACHING POSITIONS AT BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)** on or before January 31, 2023, 5:00PM. The date and venue of the ranking shall be on February 1, 2023, Wednesday, 9:00am at Bataan High School for the Arts.
2. The details of the items are as follows:

POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
Administrative Officer V (Administrative Officer III)	18	OSEC-DECSB-ADOF5-150012-2021	BHSA (Human Resource)
Administrative Officer II	11	OSEC-DECSB-ADOF2-150005-2021	BHSA (Senior Bookkeeper)
Administrative Assistant II (Clerk IV)	8	OSEC-DECSB-ADAS2-150002-2021	BHSA
Administrative Assistant II (Clerk IV)	8	OSEC-DECSB-ADAS2-150003-2021	BHSA

3. The Qualification Standards of the abovementioned items as provided for in the Civil Service Revised Qualification Standards are as follows:

Position Title	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Officer V (Administrative Officer III)	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Officer II	Bachelor's	None Required	None Required	Career Service Professional



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	degree relevant to the job			(Second Level Eligibility)
Administrative Assistant II (Clerk IV) (2)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)

- The criteria in evaluating and ranking the qualified applicants for the said items are those set forth in DepEd Order No. 66, s. 2007.
- The said evaluation and ranking shall be administered by the Human Resource Management-Personnel Selection Board (HRM-PSB) of BHSA composed of the following in accordance with BHSA Office Memorandum No. 003, 2023:

Personnel Selection Board	
Chairperson	BRYAN M. SANTOS, JD OIC-Deputy Director
Member	MA. GLENDA P. DELA FUENTE Education Program Specialist II
Member	MARK JENO R. GAOR Accountant III
Member	MAYETH I. MOLINA OIC-HRMO
Member	RUBY JEAN L. CORTEZ Designated from the Faculty
Technical Staff	CHRISTIAN C. MANGALINDAN

- Interested and qualified individuals, including persons with disability (PWD), members of indigenous/cultural communities, and those with diverse sexual orientation or gender identity, irrespective of civil and economic status, and religious and political beliefs and affiliations are encouraged to apply and should signify their interest in writing.
- Applicants shall submit their documents enclosed in a brown expandable envelope. Only documents submitted at the indicated deadlines shall be evaluated during the ranking.
- Folder of the applicant shall contain the following documents:



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- a. Signed LETTER OF INTENT (LOI) stating the position title with salary grade (SG) addressed to:
- ROLAND M. FRONDA, EdD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
- b. Duly accomplished PERSONAL DATA SHEET (PDS) with recent ID picture taken within three (3) months prior to submission of application duly subscribed and sworn to before an officer authorized to administer oath;
- c. Signed Work Experience Sheet (CSC Form No. 212-as an attachment);
- d. Authenticated Eligibility (CSC, CESB, RA 1080, PD 907, etc.);
- e. Transcript of Records;
- f. Certificate/s of Training participated within the last five (5) years relevant to the position applied for;
- g. Individual Performance Commitment and Review (IPCR) or its equivalent for the last three (3) rating periods for applicants with work experience);
- h. Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all the documents submitted (See Enclosed); and
- i. Documents showing outstanding accomplishment
- i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Program
 - iv. Publication/Authorship
 - v. Consultant/Resource Speaker
 - vi. Educational research duly approved by educational authorities
 - vii. Credited with Meritorious Achievements
 - viii. Trainings/Seminars
9. After the initial evaluation, qualified applicants shall be notified prior to the conduct of ranking via email or through SMS or call.
10. 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.



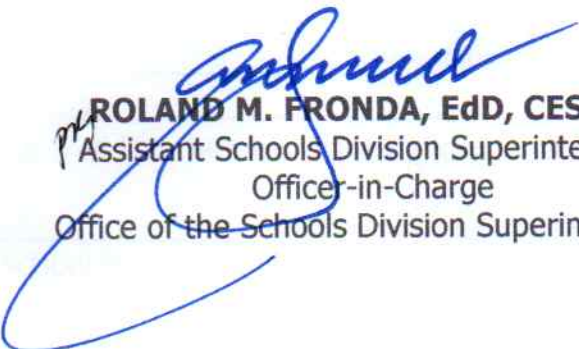
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11.Immediate and dissemination of this Memorandum is desired.


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



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**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 the _____ Position with Salary Grade of _____
at SDO Bataan (Bataan High School for the Arts).

2. I have submitted the following documents:

- 2.1. LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) addressed to ROLAND M. FRONDA, EdD, CESO VI;
- 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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4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, the Department of Education, Division of Bataan is hereby authorized to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

ID No.: _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____,
2023 at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____

Page _____

Book _____

Series of 2023



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