



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

DIVISION MEMORANDUM
NO. 008 **S.2023**

JAN 06 2023

**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 January 19, 2023. The date and venue of the ranking shall be on January 24, 2023, at the SDO Bataan Conference Hall.

POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
Chief Administrative Officer	24	OSEC-DECSB-CADOF-150013-2021	BHSA
Chief Administrative Officer	24	OSEC-DECSB-CADOF-150014-2021	BHSA
Administrative Officer V (Budget Officer III)	18	OSEC-DECSB-ADOF5-150011-2021	BHSA
Project Development Officer III	18	OSEC-DECSB-PDO3-150010-2021	BHSA
Administrative Officer II	11	OSEC-DECSB-ADOF2-150005-2021	BHSA
Administrative Officer II	11	OSEC-DECSB-ADOF2-150006-2021	BHSA
Administrative Assistant II	8	OSEC-DECSB-ADAS2-150002-2021	BHSA (CLERK)
Administrative Assistant II	8	OSEC-DECSB-ADAS2-150003-2021	BHSA (CLERK)
Dormitory Manager II	11	OSEC-DECSB-DORMG2-150004-2021	BHSA
Dormitory Manager I	9	OSEC-DECSB-DORMG1-150002-2021	BHSA
Special Education Teacher I	14	OSEC-DECSB-SPET1-150006-2021	BHSA

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:



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POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ELEMENTARY				
CHIEF ADMINISTRATIVE OFFICER	Master's Degree or Certificate on Leadership and Management from the CSC	4 years relevant experience involving management and supervision	40 hours of supervisory / management / learning and development intervention	Career Service Professional (Second Level Eligibility)
ADMINISTRATIVE OFFICER V	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
PROJECT DEVELOPMENT 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 Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
DORMITORY MANAGER II	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)
DORMITORY MANAGER I	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)
ADMINISTRATIVE ASSISTANT II	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service Professional (Second Level Eligibility)
SPECIAL EDUCATION TEACHER I	Bachelor's Degree in Education with Specialization in Special Education	None Required	None Required	RA 1080 LET PBET



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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. Applicants shall submit their documents enclosed in a brown expandable envelope and attached Checklist of Requirements (Annex A) accomplished in 2 copies. **Only documents submitted at the indicated deadlines shall be evaluated during the ranking.**
5. 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:

5.1 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

5.2 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;

5.3 Signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;

5.4 AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);

5.5 TRANSCRIPT OF RECORDS;

5.6 CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);

5.7 INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);



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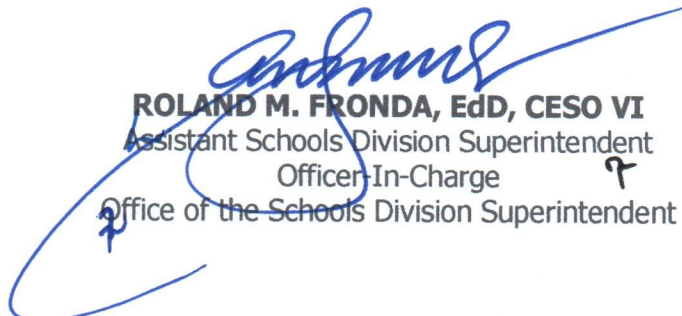


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- 5.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
- 5.9 Documents showing outstanding accomplishment.
- 5.9.1 Outstanding Employee Award
 - 5.9.2 Innovations
 - 5.9.3 Research and Development Program
 - 5.9.4 Publication/ Authorship
 - 5.9.5 Consultant/ Resource Speaker
 - 5.9.6 Educational research duly approved by educational authorities
 - 5.9.7 Credited with Meritorious Achievements
 - 5.9.8 Trainings / Seminars
6. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
7. 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.
8. 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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Annex A

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
Position Applied for: _____
Course: _____
Contact Number: _____
Ethnicity: _____
Person with disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
A Letter of intent			
B CSC Form 212 (Revised 2017) in 2 copies with latest 2x2 picture			
C Copy of Updated Eligibility			
D Copy of rating (if teaching)			
E Transcript of Records			
F Certificate of Employment			
G Certificate of Training			
H Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copies)			

OMNIBUS CERTIFICATION AND WAIVER

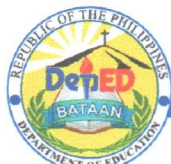
This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education (Schools Division Office of Bataan) to use my personal information for purposes of recruitment, selection and hiring.

Applicant:

Verified by:

Name and Signature

Name and Signature



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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 (SPET I & Non-Teaching)**
 - 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
 - 2.8.7. Authorship
 - 2.8.8. 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, 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 _____

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