



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

**DIVISION MEMORANDUM**

FEB 13 2023

No. 057, s. 2023

**SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER) POSITION FOR 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 ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER) POSITION FOR BATAAN HIGH SCHOOL FOR THE ARTS (BHSA) on or before **February 16, 2023, Thursday, 5:00PM at BATAAN HIGH SCHOOL FOR THE ARTS, Brgy. Ibaba, Bagac, Bataan.** The date and venue of the ranking shall be on **February 17, 2023, Friday, 9:00AM at Bataan High School for the Arts** pursuant to School Memorandum No. 007, s. 2023 (see attached) issued on February 13, 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. 006, 2023 issued on February 13, 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  
OIC-Schools Division Superintendent

**WILLIAM RODERICK R. FALLORIN**  
Assistant Schools Division Superintendent

**Address:** Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | **Telephone / Fax:** (047) 237-2102  
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*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001100



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

**OFFICE MEMORANDUM NO. 007, S. 2023**

TO: Teaching Staff  
Non-Teaching Staff  
All Others Concerned

SUBJECT: **SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER) POSITION FOR BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)**

DATE: February 13, 2023

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE OFFICER II (SENIOR BOOKKEEPER) POSITION FOR BATAAN HIGH SCHOOL FOR THE ARTS (BHSA)** on or before February 16, 2023, 5:00PM at Bataan High School for the Arts, Brgy. Ibaba, Bagac, Bataan. The date and venue of the ranking shall be on February 17, 2023, Friday, 9:00am at Bataan High School for the Arts.
2. The details of the item are as follows:

POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
Administrative Officer II (Administrative Officer I)	11	OSEC-DECSB-ADOF2-150006- 2021	BHSA (Senior Bookkeeper)

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

Position Title	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)

4. The criteria in evaluating and ranking the qualified applicants for the said item are those set forth in DepEd Order No. 66, s. 2007.



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5. 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. 006, 2023:

Personnel Selection Board	
Chairperson	<b>BRYAN M. SANTOS, JD</b> OIC-Deputy Director
Members	<b>ANDRES C. MATAWARAN, EdD</b> Chief Administrative Officer
	<b>MA. GLENDA P. DELA FUENTE</b> Education Program Specialist II
	<b>MARK JENO R. GAOR</b> Accountant III <i>Designated from the Non-Teaching Staff</i>
	<b>RUBY JEAN L. CORTEZ</b> Special Education Teacher I <i>Designated from the Faculty</i>
Technical Staff	<b>HAINEE C. MINAS</b> Administrative Officer II
	<b>ZHARMAINE GERRECK A. HERNANDEZ</b> Administrative Assistant II

6. 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.
7. Applicants shall submit their documents enclosed in a brown expandable envelope. Only documents submitted at the indicated deadlines shall be evaluated during the ranking.
8. Folder of the applicant shall contain the following documents:
- 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



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- 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.
11. Immediate and dissemination of this Memorandum is desired.

**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

*[Handwritten Signature]*  
Roland M. Fronda  
OIC-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.

4. By executing this Omnibus Certification of Authenticity and Veracity of



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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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