



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

FEB 16 2023

DIVISION MEMORANDUM
 NO. 05 S.2023

**CHANGES TO DIVISION MEMORANDUM NO. 058 S. 2023 TITLED
 "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 extension in the submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS IN SDO BATAAN**, on February 22, 2023 at the Schools Division Office. The dates and venues of the ranking shall be announced later.

ITEM/S	POSITION TITLE	SG	PLACE OF ASSIGNMENT
	Head Teacher II	15	SDO Bataan
	Head Teacher I	14	
	Teacher III	13	Morong NHS
	Teacher III	13	Pablo Roman NHS - SHS
	Teacher II	12	
	Administrative Assistant II (Clerk)	8	
	Teacher III	13	Luakan NHS - JHS
	Teacher II	12	
	Administrative Assistant III (Bookkeeper)	9	
	Administrative Officer II	11	Luakan NHS - SHS

ITEM/S	POSITION TITLE	SG	ITEM NUMBER
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150031-2004
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150202-2017
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150120-2014
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150008-2007
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150113-2014
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150007-2007
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150014-2004
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150005-2014



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1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150195-2017
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150198-2017
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150197-2017
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150207-2017
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150029-2004
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150028-2004
1	Administrative Assistant III (Bookkeeper)	9	OSEC-DECSB-ADAS3-150004-2007
1	Administrative Assistant II (Disbursing)	8	OSEC-DECSB-ADAS2-150542-2016
1	Administrative Assistant II (Disbursing)	8	OSEC-DECSB-ADAS2-150211-2017
1	Administrative Assistant II (Disbursing)	8	OSEC-DECSB-ADAS2-150004-2014
1	Administrative Assistant II (Disbursing)	8	OSEC-DECSB-ADAS2-150052-2004
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150073-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150066-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150227-2018
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150539-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150063-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150077-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150225-2018
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150079-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150220-2018
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150072-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150069-2016
1	Administrative Assistant II (Clerk)	8	OSEC-DECSB-ADAS2-150064-2016

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

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
TEACHING				
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				
HEAD TEACHER II	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
HEAD TEACHER I	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)



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	w/ 18 professional education units			
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
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	NONE	NONE	Career Service (Professional) Second Level Eligibility

3. All other provisions stated in the said Memorandum remain in-effect.
4. Immediate and wide dissemination of this Memorandum is desired.

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

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