



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

MAY 02 2023

DIVISION MEMORANDUM
 NO. 141, S.2023

**SUBMISSION OF PERTINENT PAPERS FOR RANKING OF QUALIFIED APPLICANTS
 FOR 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 POSITIONS IN SDO BATAAN**, until May 8, 2023 at the Schools Division Office. The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later.

Position	Position Title (Parenthetical Title, if applicable)	Salary/Job/Pay Grade	Place of Assignment
Teaching	Teacher II	12	Pilar District
	Master Teacher II	19	Bonifacio Camacho National High School
	Teacher III	13	
	Teacher III	13	Lamiao National High School
	Teacher III	13	Hermosa National High School
	Teacher III	13	Dinalupihan West
	Master Teacher II	19	Jose C. Payumo Memorial High School
	Teacher II	12	Limay National High School

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

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
TEACHING POSITION				
MASTER TEACHER II (SECONDARY)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher) PBET /LET



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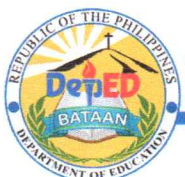
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	major; and 18 units for a Master's Degree in Education or its equivalent			
TEACHER III (SECONDARY)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER III (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER II (ELEMENTARY)	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education	1-year relevant experience	None required	RA 1080 (Teacher) PBET /LET

3. The assessment for the following positions shall be based on the following:
 - a. **Teacher II and Teacher III** - *DepEd Order No. 66, s. 2007.*
 - b. **Master Teacher II** - *MEC Order No. 10s. 1979.*
4. 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.
5. Applicants shall submit **one copy** of required documents enclosed in a brown expandable envelope.
6. 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:
 - 6.1 Letter of Intent addressed to the Schools Division Superintendent;
 - 6.2 Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - 6.3 Valid and updated PRC License/ID, if applicable;
 - 6.4 Certificate of Eligibility/ Rating, if applicable;
 - 6.5 Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
 - 6.6 Certificate/s of Training, if applicable;
 - 6.7 Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - 6.8 Latest Appointment, if applicable; and
 - 6.9 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure) notarized by authorized official.



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- 6.10 Leadership, Potential and Accomplishments per MEC Order No. 10s. 1979 (**Master Teacher II & Master Teacher I**)
- 6.10.1 Outstanding Employee Award
 - 6.10.2 Innovations
 - 6.10.3 Research and Development Program
 - 6.10.4 Publication/ Authorship
 - 6.10.5 Consultant/ Resource Speaker
 - 6.10.6 Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work, Income Generating Project (IGP)
 - 6.10.7 Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load
 - 6.10.8 Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently
 - 6.10.9 Educational research duly approved by educational authorities
 - 6.10.10 Certificate as coordinators of community Project on activity or of a program of another agency, or rural service improvement activity in a community for the least two (2) years
 - 6.10.11 Organized/ managed as in-service activity or other similar activities at least in the school level
 - 6.10.12 Credited with Meritorious Achievements
 - 6.10.13 Demonstration Teaching
7. 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:
8. Qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
9. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the paper evaluation and ranking. Inability to present any of these documents may lead to disqualification.
10. Immediate and wide dissemination of this Memorandum is desired.

***CAROLINA S. VIOLETA, EdD, CESO VI**
Schools Division Superintendent

References:

DO No. 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions
MEC No. 10, s. 1979, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers

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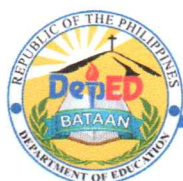


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**Omnibus Certification of Authenticity and
Veracity of Documents**

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
 - 2.9. Leadership, Potential and Accomplishments per **MEC Order No. 10s. 1979 (Master Teacher II & Master Teacher I)**
 - 2.9.1. Introduced any of the following which has been adopted or used by the school or district
 - 2.9.1.1. Curriculum or Instructional Materials
 - 2.9.1.2. Effective Teaching Techniques
 - 2.9.1.3. Simplification of Work
 - 2.9.1.4. Income Generating Projects



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- 2.9.2. Subject Coordinator outside teaching
- 2.9.3. Chairman of Special Committee
- 2.9.4. Initiated Educational research activity duly approved
- 2.9.5. Coordinator of community project/activity
- 2.9.6. Organized/Managed an in-service training
- 2.9.7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition
- 2.9.8. Authorship
- 2.9.9. Demonstration Teaching

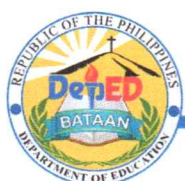
- 3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
- 4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Bataan, to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)
PRC ID No. _____
Date Issued: _____
Expiry Date: _____

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

NOTARY PUBLIC

DOC. _____
Page _____
Book _____
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