



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

JUL 10 2023

DIVISION MEMORANDUM
 NO. 226 S.2023

CALL FOR APPLICATIONS FOR VACANT NON-TEACHING AND SCHOOL ADMINISTRATION 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 NON-TEACHING AND SCHOOL ADMINISTRATION POSITIONS IN SDO BATAAN**, until July 17, 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
Non-Teaching	Administrative Assistant III - Bookkeeper	9	SDO BATAAN
	Administrative Assistant II - Disbursing Officer	8	
	Administrative Aide III	3	
	Administrative Aide I - Utility	1	
	Project Development Officer I	11	
School Administration	School Principal II (Elementary)	20	
	School Principal I (Elementary)	19	

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
NON-TEACHING POSITION				
ADMINISTRATIVE ASSISTANT III	Completion of two (2) years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
ADMINISTRATIVE ASSISTANT II	Completion of two (2) years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility



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ADMINISTRATIVE AIDE III	Completion of two (2) years in college	None	None	Career Service (Sub-professional) First Level Eligibility
ADMINISTRATIVE AIDE I	Must be able to read and write	None	None	None
PROJECT DEVELOPMENT OFFICER I	Bachelor's Degree Relevant to the job	None required	None required	Career Service (Professional/Second Level Eligibility)
SCHOOL ADMINISTRATION POSITION				
SCHOOL PRINCIPAL II (ELEMENTARY)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
SCHOOL PRINCIPAL I (ELEMENTARY)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours relevant training	RA 1080 (Teacher)

3. The assessment for the following positions shall be based on the following:
 - a. **Non-Teaching** - *Enclosure No. 5 to DepEd Order No. 007, s. 2023, CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS.*
 - b. **School Administration** - *Enclosure No. 3 to DepEd Order No. 007, s. 2023, CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS.*
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;



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CSC PRIME-HRM BRONZE AWARD
 CSC Resolution No. 200109



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- 6.4 Certificate of Eligibility/ Rating, if applicable; (including NQESH)
- 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.

Other documents as may be required by the HRMPSB for comparative assessment:

- 6.10 Performance Rating obtained in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
 - 6.11 Means of Verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.
- 7. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call and the initial Evaluation Results (IER) shall be posted at depedbataan.com.
 - 8. Also, qualified applicants must present the original copy of the documents/attachments (if needed) to the HRMPSB during the paper evaluation and ranking. Inability to present any of these documents may lead to disqualification.
 - 9. Immediate and wide dissemination of this Memorandum is desired.

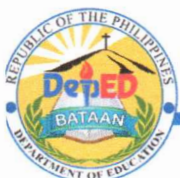
CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

References:

DO No. 007, s. 2023

To be included in the Perpetual Index
Under the following:
PROMOTIONS
HIRING
QUALIFICATIONS

AD5



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Address: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested: _____

Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this _____ day of _____, year _____.

Name and Signature of Applicant

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.