



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

JUL 17 2023

**DIVISION MEMORANDUM**  
**NO. 286, S.2023**

**CALL FOR APPLICATIONS FOR VACANT TEACHING POSITIONS IN SDO BATAAN**

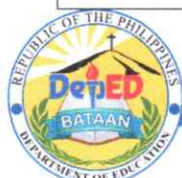
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior and Senior High School Heads  
All Others Concerned

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 July 21, 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	Master Teacher I (Science)	18	Limay National High School
	Teacher II	12	
	Special Education Teacher I	14	Bagac Elementary School
			Pilar Elementary School
			Cabcbaben Elementary School
	Teacher III	13	Mariveles SHS – Sitio Mabuhay

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
<b>MASTER TEACHER I (SECONDARY)</b>	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)



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<b>TEACHER II (SECONDARY)</b>	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)
<b>SPECIAL EDUCATION TEACHER I (ELEMENTARY)</b>	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)
<b>TEACHER III (SHS)</b>	Bachelor's degree with a major in relevant strands/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area specialization	RA 1080 (Teacher)

3. The assessment for Teaching positions shall be based on ***DepEd Order No. 66, s. 2007 – REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING 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;
  - 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;



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CSC Resolution No. 26010A





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- 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.
7. Attached is the list of documents for Teacher II & III, SPET and Master Teacher I.
8. 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.
9. 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.
10. Immediate and wide dissemination of this Memorandum is desired.

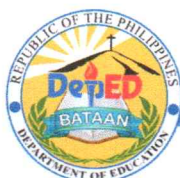
  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

*References:*

*DO No. 66, s. 2007*

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

AD5



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**Annex A**

**CHECKLIST OF BASIC REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
Position Applied for: \_\_\_\_\_  
Office of the Position Applied for: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Person with Disability: Yes ( ) No ( )  
Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		Status of Submission (To be filled out by applicant; Check if complied)	Verification (To be filled out by HRMO)	
			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 ( <b>original copies</b> )			

Verified by: \_\_\_\_\_

Signature Over Printed Name

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF 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.

\_\_\_\_\_  
Name and Signature of Applicant

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

\_\_\_\_\_  
Person Administering Oath



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**EVALUATION CHECKLIST**  
(for Teacher II, Teacher III, Special Education Teacher I applicants)

Other documents as contained in DepEd Order No. 66, s. 2007	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
<b>1. Performance Rating</b>			
<b>2. Experience</b>			
<b>3. Outstanding Accomplishments</b>			
a. Outstanding Employee Award			
b. Innovations			
c. Research and Development Projects			
d. Publications and Authorship			
e. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars			
<b>4. Education and Training</b>			
1. Education			
2. Training			

Applicant:

Verified by:

Signature over printed name

Signature over printed name



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**EVALUATION CHECKLIST**  
(for Master Teacher I, Master Teacher II applicants)

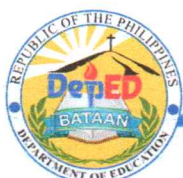
Leadership, Potential and Accomplishments per MEC Order No. 10s. 1979	Status of Submission  (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
<b>1. Introduced any of the following which has been adopted or used by the school or district</b>			
a. Curriculum or Instructional Materials			
b. Effective Teaching Techniques			
c. Simplification of Work			
d. Income Generating Projects			
<b>2. Subject Coordinator or Grade level chairman for at least one (1) year</b>			
<b>3. Chairman of a Special Committee such as Curriculum Study Committee</b>			
<b>4. Initiated Educational research activity duly approved</b>			
<b>5. Coordinator of community project/activity</b>			
<b>6. Organized/Managed an in-service training</b>			
<b>7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition</b>			
<b>8. Authorship</b>			
<b>9. Demonstration Teaching</b>			

Applicant:

Verified by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Signature over printed name



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