



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

DEC 28 2023

**DIVISION MEMORANDUM**  
**NO.479 s.2023**

**CALL FOR APPLICATIONS FOR VACANT TEACHING AND SCHOOL  
ADMINISTRATION POSITIONS IN SDO BATAAN**

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

1. This Office calls for the submission of pertinent papers relative to the conduct of the RANKING OF QUALIFIED APPLICANTS FOR TEACHING AND SCHOOL ADMINISTRATION POSITIONS IN SDO BATAAN until **January 4, 2024 at their respective schools**. Schools are directed to forward the documents to the **SDO (Attention: Personnel Section)**.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
TEACHING	Teacher II (Elementary)	12	Bagac District
			Orion District
			Pilar District
	Teacher III (Elementary)	13	Dinalupihan West District
	SPET I	14	Mariveles District
	Teacher II (JHS)	12	Hermosa National High School
	Teacher II (JHS)		Magsaysay High School
	Teacher II (JHS)		Limay National High School
	Teacher II (SHS)		Bataan School of Fisheries
	Teacher II (SHS)		MNHS – Sitio Mabuhay
SCHOOL ADMINISTRATION	Head Teacher I (MATH)	14	Luakan National High School

2. The schedule and venue of the paper evaluation, behavioral event interview, and examinations shall be announced later through an advisory.
3. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:



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POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>TEACHER III (ELEMENTARY)</b>	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
<b>TEACHER II (ELEMENTARY)</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) PBET /LET
<b>TEACHER II (Secondary)</b>	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher) PBET/LET
<b>SPECIAL EDUCATION TEACHER I</b>	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher) PBET/LET
<b>TEACHER II ACADEMIC TRACK AND CORE SUBJECTS</b>	Bachelor's degree major in relevant strands/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	RA 1080 (Teacher) PBET/LET
<b>TEACHER II ART AND DESIGN</b>	Bachelor's degree major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in relevant subject.	1-year relevant experience or industry work experience	4 hours of training relevant to the courses in the track	RA 1080 (Teacher) PBET/LET
<b>TEACHER II SPORTS TRACK</b>	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in relevant subject.	1-year relevant experience or industry work experience	4 hours of training relevant to the courses in the track	RA 1080 (Teacher) PBET/LET
<b>TEACHER II TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b>	Bachelor's degree holder; or a graduate of technical-vocational course(s) in the area of specialization	None Required	At least NCII plus Trainer's Methodology Certificate (TMC) appropriate to the specialization	RA 1080 (Teacher) PBET/LET





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<b>HEAD TEACHER I SG 14</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher) PBET/LET
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4. The assessment for Teacher II and III positions shall be based on **DepEd Order No. 66, s. 2007** titled ***Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions***. Meanwhile, the assessment for **Head Teacher** position shall be based on **DepEd No. 007, S. 2023** titled ***Guidelines on Recruitment, Selection, and Appointment in the Department of Education***.
  5. 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.
  6. Applicants shall submit one copy of the following required documents enclosed in a brown expandable envelope:
    - 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 (Enclosure 1).
- Folders (complete with side tabbing) shall contain the required documents and the other documents/ MOVs for the comparative assessment (Enclosure 2). Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.
7. **Teachers with expired licenses shall automatically be disqualified. Unclaimed licenses are considered expired.**



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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](http://depedbataan.com).
9. Qualified applicants shall bring the original copy of the documents/attachments on the day of ranking and present these to the HRMPSB for verification purposes.
10. Immediate and wide dissemination of this Memorandum is desired.

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

*Encl.: as stated*

*References:*

*DO No. 66, s. 2007*

*DO No. 7, s. 2023*

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





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**CHECKLIST OF BASIC REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
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	Photocopy of the Performance Ratings in the last rating period(s) covering three(3) year performance prior to the assessment, if applicable			
e	Copy of rating (if teaching)			
f	Transcript of Records			
g	Certificate of Employment			
h	Certificate of Training			
i	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant <b>(original copy)</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 SPET I, Teacher II, Teacher III applicants)

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 (IPCRF)</b> SY 2022-2023 SY 2021-2022 SY 2020-2021			
<b>2. Experience (Service Record)</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 (TOR and/or Certification from College/University Registrar			
2. Certificates of Training (duration of 3 or more days) in the Last 5 Years			

Applicant:

Verified by:

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

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



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