



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

FEB 06 2024

DIVISION MEMORANDUM
NO. 041, s.2024

CALL FOR APPLICATIONS FOR VACANT TEACHING 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 **February 8, 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 | MASTER TEACHER I | 18 | HERMOSA DISTRICT BALSIK NATIONAL HIGH SCHOOL |
| | TEACHER III | 13 | MARIVELES NATIONAL HIGH SCHOOL -- CABCABEN |
| | | | MORONG NATIONAL HIGH SCHOOL – MABAYO ANNEX |
| | | | ORANI NATIONAL HIGH SCHOOL MAIN |
| | | | LUAKAN NATIONAL HIGH SCHOOL MAIN |
| | TEACHER II - MATH | 12 | MARIVELES NATIONAL HIGH SCHOOL - POBLACION |
| | TEACHER II – TVL (DRESSMAKING) | | LIMAY NATIONAL HIGH SCHOOL |
| | TEACHER II - SPORTS | | 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:

| POSITION TITLE | QUALIFICATION STANDARDS | | | |
|-------------------------------|---|-----------------------------|---------------|-----------------------------|
| | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| MASTER TEACHER I (ELEMENTARY) | Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's Degree in Education or its equivalent | 3 years relevant experience | None required | RA 1080 (Teacher) PBET /LET |



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| | | | | |
|---|---|--|--|-----------------------------|
| MASTER TEACHER I (SECONDARY) | 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) PBET /LET |
| 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 II (SECONDARY) | 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 |
| TEACHER II SPORTS TRACK | 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) |
| TEACHER II TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK | 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) |

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 Guidance Counselor positions 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;



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- 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.**
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. Qualified applicants shall bring the original copy of the documents/attachments on the day of ranking and present these to the HRMPSTB 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

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

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05 FEB 2024
OFFICE OF THE A S D S
RECEIVED



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

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CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _____ Religion: _____
 Position Applied for: _____ Ethnicity: _____
 Address: _____ Person with Disability: Yes () No ()
 Contact 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 (original copy) | | | |

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
(Teaching applicants)

| Documents as contained in DepEd Order No. 66, s. 2007 | Status of Submission <i>(to be filled out by the applicant; Check if submitted)</i> | Verification <i>(to be filled out by HRMO / Secretariat)</i> | |
|--|--|--|---------|
| | | Status of Submission <i>(check if complied)</i> | Remarks |
| 1. Performance Rating (IPCRF) SY 2022-2023 SY 2021-2022 SY 2020-2021 | | | |
| 2. Experience (Service Record) | | | |
| 3. Outstanding Accomplishments | | | |
| 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 | | | |
| 4. Education and Training | | | |
| 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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