

SCHOOLS DIVISION OFFICE OF BATAAN

MAY 2 9 2024

DIVISION MEMORANDUM NO. 225 5.2024

CALL FOR APPLICATIONS FOR VACANT NON-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 NON-TEACHING POSITIONS until June 5, 2024 at the Schools Division Office (Attention: Personnel Unit). The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later through an advisory.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment	
	Administrative Officer V	18	Bataan School for the Arts	
NON TEACHING	Administrative	8		

2. The qualification standards for the vacant non-teaching, related teaching, and school administration positions based on Civil Service Revised Qualification Standards are as follows:

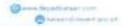
POSITION TITLE	QUALIFICATION STANDARDS				
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ADMINISTRATIVE OFFICER V	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service Professional / Second Level Eligibility	
ADMINISTRATIVE ASSISTANT II	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility	

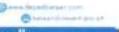




















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- The assessment for the positions above shall be based on DepEd Order No. 007, s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
- 4. Interested and qualified applicants including persons with disability (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.
- Applicants shall submit one copy of the following required documents enclosed in a brown expandable envelope:
 - 5.1 Letter of Intent addressed to the Schools Division Superintendent;
 - 5.2 Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, If applicable;
 - 5.3 Valid and updated PRC License/ID, if applicable;
 - 5.4 Certificate of Eligibility/ Rating, if applicable;
 - 5.5 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;
 - 5.6 Certificate/s of Training, if applicable;
 - Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - 5.8 Latest Appointment, if applicable and;
 - 5.9 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 for comparative assessment:

- 5.10 Performance Rating obtained in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- 5.11 Means of Verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.

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.

- 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.
- Qualified applicants shall bring the original copy of the documents/attachments and present these, as needed, to the HRMPSB during the paper evaluation and ranking.

















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However, only documents submitted on or before the deadline shall be entertained.

8. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent

References:
DO No. 007, s. 2023
To be included in the Perpetual Index
Under the following:
PROMOTIONS
HIRING
QUALIFICATIONS

AD28















Republic of the Philippines

Bepartment of Education

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Enclosure 1 to Division Memorandum No. , s. 2024

CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: Position Applied for: Office of the Position Applied for: Address: Contact Number:		Email Address		
	Religion: Ethnicity. Person with Disability: Yes () No () Solo Parent: Yes () No ()			
		Status of Submission	Verification (To be filled out by HRMO)	
Basic Documentary Requirements		(To be filled out by applicant; Check if complied)	Status of Submission (Check if compled)	Remarks
a	Letter of intent	- 00/00/00/00	11 0000 0000	
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 one (1) year performance prior to the assessment, if applicable			
0	Copy of rating (if teaching)			
f	Transcript of Records			
g	Certificate of Employment			
h	Certificate of Training			
1	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copy)			
1	Verified by:			
	Signature Over Printed Name			
	OMNIBUS SWORN S	STATEMENT		
by (CATION OF AUTHENTICIY AND VERACITY certify that all information above are true and correct, and of my persond/or certified true copies thereof.	onal knowledge and	belief, and the docum	ents submitted here
by s	RIVACY CONSENT grant the Department of Education the right to collect and process ment, selection, and placement of personnel of the Department and for nited by the Civil Service Commission.			
cri	bed and swom to before me this day of year		Name and Signature	of Applicant
		-	Person Administe	ring Oath



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Enclosure 2 to Division Memorandum No. , s. 2024

EVALUATION CHECKLIST

	Status of Submission (to be filled	Verification (to be filled out by HRMO / Secretariat)	
Documents as contained in DepEd Order No. 007, s. 2023	out by the applicant; Check if submitted)	Status of Submission (check if complied)	Remarks
Education			
Training			
Experience			
Performance Rating			
Outstanding Accomplishments			
Outstanding Employee Awards			
2. Research and Innovations			
3. Subject matter expert			
4. Resource Speaker			
5. NEAP accredited learning			
Application of Education			
Application of Learning & Development (L&D)			

Applicant:	Verified by:
Signature over printed name	Signature over printed name











