



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

AUG 16 2024

**DIVISION MEMORANDUM**  
**NO. 321, S.2024**

**CALL FOR APPLICATIONS FOR VACANT NON-TEACHING, RELATED 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, RELATED TEACHING, AND SCHOOL ADMINISTRATION POSITIONS until **August 23, 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
Non-Teaching	ADMINISTRATIVE AIDE VI (CLERK III)	6	SDO BATAAN
	ADMINISTRATIVE AIDE VI (PRINTING MACHINE OPERATOR II)		
	ADMINISTRATIVE ASSISTANT II (CLERK IV)	8	SDO BATAAN
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)		BAGAC DISTRICT
	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	SDO BATAAN
	ADMINISTRATIVE OFFICER II	11	SDO BATAAN
	ATTORNEY III	21	SDO BATAAN
Related Teaching	HEAD TEACHER III - MAPEH	16	B. CAMACHO NATIONAL HIGH SCHOOL
	HEAD TEACHER III - MATH		HERMOSA NATIONAL HIGH SCHOOL
	HEAD TEACHER III - TLE		SAMAL NATIONAL HIGH SCHOOL
School Administration	SCHOOL PRINCIPAL I	18	ELEMENTARY
			SECONDARY

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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
<b>ADMINISTRATIVE AIDE VI (CLERK III)</b>	Completion of 2 year studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE VI (PRINTING MACHINE OPERATOR II)</b>	High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013 – Cat. II)
<b>ADMINISTRATIVE ASSISTANT II</b>	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE ASSISTANT III</b>	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE OFFICER II</b>	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>ATTORNEY III</b>	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA 1080 (Bar)
<b>HEAD TEACHER III</b>	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET
<b>SCHOOL PRINCIPAL I – ELEMENTARY</b>	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 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
<b>SCHOOL PRINCIPAL I – SECONDARY</b>	Bachelor's Degree in Secondary 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 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)



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3. 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.
5. Applicants shall submit one copy of the following required documents enclosed in a **brown expandable envelope** with the label (Name, Position Applied and Contact Number) ;

- 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;
- 5.7 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.

6. 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).



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7. 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. 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

Enclosure 1 to Division Memorandum No. , s. 2024



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**CHECKLIST OF BASIC REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_  
 Office of the Position Applied for: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email 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 one (1) 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.

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

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

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

Enclosure 2 to Division Memorandum No. \_\_\_\_\_, s. 2024



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.facebook.com/DepEdBataan](http://www.facebook.com/DepEdBataan)

[www.depedbataan.com](http://www.depedbataan.com)  
[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

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**EVALUATION CHECKLIST**

Documents as contained in DepEd Order No. 007, s. 2023	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>Education</b>			
<b>Training</b>			
<b>Experience</b>			
<b>Performance Rating</b>			
<b>Outstanding Accomplishments</b>			
1. Outstanding Employee Awards			
2. Research and Innovations			
3. Subject matter expert			
4. Resource Speaker			
5. NEAP accredited learning			
<b>Application of Education</b>			
<b>Application of Learning &amp; Development (L&amp;D)</b>			

Applicant:

Verified by:

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

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



Yabukiran, Calaylayan, Abucay, 2114 Bataan

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