



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

SEP 16 2024

**DIVISION MEMORANDUM**  
NO. 368, 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 POSITIONS IN SDO BATAAN until **September 25, 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	SPECIAL EDUCATION TEACHER I (BASIC)	14	BATAAN HIGH SCHOOL FOR THE ARTS
	SPECIAL EDUCATION TEACHER I (ARTS)		

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 item mentioned above based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>SPECIAL EDUCATION TEACHER I (BASIC)</b>	Bachelor's degree in Secondary Education with appropriate major	None required	40 hours of relevant training and workshops in culture and the arts or TESDA National Certificate (NC) II related to arts	RA 1080, as amended (Teacher-Secondary)
<b>SPECIAL EDUCATION TEACHER I (ARTS)</b>	Bachelor's degree related to any of the arts specialization with at least 18 professional unit in education	None required	None required	RA 1080, as amended (Teacher-Secondary)



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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 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;
    - 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 the 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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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 V**  
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

AD28



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**CHECKLIST OF BASIC REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )      Religion: \_\_\_\_\_  
 Soio Parent: Yes ( ) No ( )      Ethnicity: \_\_\_\_\_

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 the latest 2x2 picture			
c Copy of Updated Eligibility			
d Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years of performance before 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 (HRMO II): \_\_\_\_\_

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

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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
<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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