



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

SEP 19 2024

**DIVISION MEMORANDUM**  
 NO. 312, S.2024

**CALL FOR APPLICATIONS FOR VACANT TEACHING, NON-TEACHING AND RELATED TEACHING POSITIONS IN SDO BATAAN FOR BATAAN HIGH SCHOOL FOR THE ARTS**

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 TEACHING, NON-TEACHING AND RELATED TEACHING POSITIONS until **September 27, 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 (Unit)
<b>NON TEACHING</b>	Administrative Assistant II (Clerk IV)	8	Administrative Division – Office of the Division Chief
	Administrative Officer I (Supply Officer I)	10	Administrative Division – General Services Section
	Administrative Officer II (Administrative Officer I)	11	Finance Division – Budget Section
	Administrative Officer III (Supply Officer I)	14	Administrative Division – General Services Section
	Administrative Officer III (Cashier II) (1)		Administrative Division – Cash Section
	Administrative Officer IV (Human Resource Management Officer II)	15	Administrative Division – Human Resource Section
	Administrative Officer IV (Budget Officer II)		Finance Division – Budget Section
	Administrative Officer IV (Administrative Officer II)		Finance Division – Accounting Section Student Affair Division – Student Services Section
	Administrative Officer V (Cashier III)	18	Administrative Division – Cash Section



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	Chief Administrative Officer	24	Student Affairs Division - Office of the Division Chief
	Chief Administrative Officer	24	Finance Division - Office of the Division Chief
	Dentist I	14	Student Affairs Division - Health and Nutrition Section
	Information Technology Officer I	19	Office of the School Director - Information and Communication Technology Unit
	Information System Analyst I	16	Office of the School Director - Information and Communication Technology Unit
	Librarian II	15	Student Affairs Division - Student Services Section
	Medical Officer III	17	Student Affairs Division - Health and Nutrition Section
	Nutrition Dietitian I	10	Student Affairs Division - Health and Nutrition Section
	Planning Officer I	11	Office of the School Director - Planning and Development Unit
	Planning Officer II	15	Office of the School Director - Planning and Development Unit
	Supervising Administrative Officer		Student Affairs Division - Office of the Division Chief
	Supervising Administrative Officer (Financial and Management Officer I)	22	Finance Division - Office of the Division Chief
	Supervising Administrative Officer (Administrative Officer IV)		Administrative Division - Office of the Division Chief
<b>TEACHING</b>	Master Teacher I	18	Academic Affairs Division - Arts Education Section
			Academic Affairs Division - Basic Education Section
<b>RELATED TEACHING</b>	Chief Program Specialist	24	Academic Affairs Division - Office of the Division Chief
	Senior Education Program Specialist	19	
	Supervising Education Program Specialist	22	

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	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ADMINISTRATIVE ASSISTANT II (CLERK IV)</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility



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<b>ADMINISTRATIVE OFFICER I</b>	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second 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>ADMINISTRATIVE OFFICER III</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
<b>ADMINISTRATIVE OFFICER IV</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
<b>ADMINISTRATIVE OFFICER V</b>	Bachelor's Degree relevant to the job	2 years or relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
<b>CHIEF ADMINISTRATIVE OFFICER</b>	Master's degree or Certificate in Leadership and Management from the CSC	4 years of relevant experience involving management and supervision	40 hours of supervisory/management training/learning and development intervention	Career Service (Professional) Second Level Eligibility
<b>DENTIST I</b>	Doctor of Dental Medicine or Dental Surgery	None Required	None Required	RA 1080
<b>INFORMATION TECHNOLOGY OFFICER I</b>	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
<b>INFORMATION SYSTEM ANALYST II</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
<b>LIBRARIAN II</b>	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080
<b>MEDICAL OFFICER III</b>	Doctor of Medicine	None Required	None Required	RA 1080
<b>NUTRITION DIETITIAN I</b>	Bachelor's degree relevant to the job (preferably BS in Nutrition and Dietetics or related courses)	None Required	None Required	RA 1080
<b>PLANNING OFFICER I</b>	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>PLANNING OFFICER II</b>	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
<b>SUPERVISING ADMINISTRATIVE OFFICER</b>	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility





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<b>MASTER TEACHER I</b>	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	None required	3 years of relevant experience	RA 1080 (Teacher)
<b>CHIEF EDUCATION PROGRAM SPECIALIST</b>	Master's degree in Education or other relevant Master's degree	24 hours of training in management and supervision	4 years of relevant experience involving management and supervision	PBET, Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
<b>SENIOR EDUCATION PROGRAM SPECIALIST</b>	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	3 years of experience in education research, development, implementation or other relevant experience	PBET, Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
<b>SUPERVISING EDUCATION PROGRAM SPECIALIST</b>	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	3 years of experience in education research, development, implementation or other relevant experience	PBET, Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

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 **blue 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;



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- 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).
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



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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: \_\_\_\_\_ 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 <ul style="list-style-type: none"> <li><b>For Non-teaching and Related teaching position:</b> Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable</li> <li><b>For Teaching position:</b> Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years performance prior to the assessment, if applicable</li> </ul>			
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



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Person Administering Oath

Enclosure 2 to Division Memorandum No. , s. 2024

**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



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