



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

OCT 28 2024

**DIVISION MEMORANDUM**  
 NO. 433, s.2024

**MEMORANDUM ON DESIGNATING TEACHER-IN-CHARGE / OFFICER-IN-CHARGE ASSISTANT SCHOOL PRINCIPAL / SCHOOL PRINCIPAL DESIGNATES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public Elementary, Junior and Senior High School Heads  
 All Others Concerned

- This Office calls for the submission of pertinent documents related to the selection of interested applicants for Teacher-In-Charge/Officer-In-Charge Assistant School Principal/Officer-In-Charge School Principal positions. Submissions will be accepted until November 15, 2024 at the respective schools. Schools are directed to submit the documents of the interested applicants to the SDO (Attention: Personnel Section).
  - Please note that this designation is for assignment only, with no additional remuneration and may be revoked at anytime by the Appointing Authority

Position	Position Title (Parenthetical Title, if applicable)	Place of Assignment
<b>SCHOOL HEAD</b>	Teacher-In-Charge	Adamson Elementary School
		Arsenal Elementary School
		Binuangan Elementary School
		Diwa Elementary School
		Marina Bay Elementary School
	Officer-In-Charge Assistant School Principal	Antonio G. Llamas Elementary School
		Cabcaben Elementary School
		EC Bernabe National High School
		JC Payumo National High School
		Lamao Elementary School
		Orani North Elementary School
	Officer-In-Charge School Principal	Sta. Lucia Integrated School
		Bangkal High School
		Udyong National High School

- The schedule and venue for the paper evaluation, behavioral event interview, and examinations shall be announced later through an advisory.



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3. The qualification standards for the school head positions are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>TEACHER-IN-CHARGE</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
<b>OFFICER-IN-CHARGE ASSISTANT SCHOOL PRINCIPAL/ OFFICER-IN-CHARGE SCHOOL PRINCIPAL</b>	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)

4. The assessment for the Teacher-In-Charge designation 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 Officer-In-Charge Assistant School Principal/ Officer-In-Charge School Principal designation 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 yellow 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 records such as but not limited to the 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;



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- 6.8 Latest Appointment, if applicable and;
- 6.9 Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authority and Veracity (CAV) of the documents submitted, along with a Data Privacy Consent Form (Enclosure 1), notarized by an authorized official. Folders (complete with side tabbing) shall contain the required documents, along with 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 selection process.
7. Teachers with expired licenses shall automatically be disqualified. Unclaimed licenses are considered expired.
8. After the initial evaluation, qualified applicants shall be notified at least **two (2) days prior to the selection process** via email, SMS or phone call.
9. Qualified applicants shall bring the original copies of the documents/attachments on the day of selection and present them 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:

HIRING  
QUALIFICATIONS  
SCHOOLS  
SCHOOL HEADS

AD28



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**CHECKLIST OF BASIC REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
Position Applied for: \_\_\_\_\_  
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 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 ( <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.

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

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

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



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**EVALUATION CHECKLIST**

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) SY 2022-2023 SY 2021-2022 SY 2020-2021</b>			
<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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