



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

OCT 01 2024

DIVISION MEMORANDUM
 NO. 384, s.2024

**CALL FOR APPLICATIONS FOR NON-TEACHING POSITION IN SDO BATAAN
 (CONTRACT OF SERVICE)**

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 **October 4, 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)	Place of Assignment
NON-TEACHING	SCHOOL SPORTS DIVISION PERSONNEL (TECHNICAL ASSISTANT I)	SDO BATAAN (SGOD)

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 non-teaching position for the item mentioned above are as follows:

QUALIFICATIONS

- Hold a bachelor's degree in education, Physical Education, Sports or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
- Completion of at least (8) hours of relevant training;
- Possess a minimum of six (6) months of relevant work experience;
- Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
- Proficient in written and oral communication skills;
- Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects and activities;
- Ability to work efficiently with minimal supervision;
- Familiarity with various office software like Google Docs, Sheets and Forms;
- Knowledge of web conferencing software such as Zoom, Google meet and Microsoft Teams is an advantage



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4. 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**.
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 No.1) notarized by authorized official.

Other documents for comparative assessment:

- 6.10 Performance Rating obtained in the last rating period(s) covering one (1) year of performance prior to the assessment, if applicable.
- 6.11 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 No.2). Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.

7. 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 DepEd-Bataan Facebook Page.



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8. Qualified applicants shall bring the original copy of the documents/attachments and present these, as needed, to the Human Resource Merit Promotion and Selection Board (HRMPSB) during the paper evaluation and ranking. However, **only documents submitted on or before the deadline shall be entertained.**
9. 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:
HIRING
PROMOTIONS
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 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 (original copy)			

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



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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
Education			
Training			
Experience			
Performance Rating			
Outstanding Accomplishments			
1. 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



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